

University of Kentucky - Loadable Card Application

Email completed form and attachments to LoadableCard@uky.edu.

Select Card Type: ☐ Focus (Reloadable) ☐ Rewards (Single Load) ☐ Digital Rewards (E-Gift card)

Account Custodian Information:

Name:		Department Name:	
Employee ID #:		Department #:	
Email:		Support Staff Name:	
Phone Number:		Support Staff Email:	

Financial Information: (Please see [BPM E-9-1](#) for University and IRS reporting responsibilities.)

General Ledger (GL) Account Number:	
Primary Cost Object for Card Load (WBS or Cost Center):	
Secondary Cost Object for Card Load (Cost Center required):	
Initial Card Quantity (3-month / quarterly need):	
Card Load Amount(s):	
Project End Date:	

Project Information:

Purpose of Card Distribution: ☐ Research ☐ Patient Support ☐ Community Outreach ☐ Other (If research, include a current IRB approval or exemption letter with the application.)
Briefly describe the project and how the cards will be used; attach additional documentation if needed.

Account Custodian User Agreement:

- I agree to load cards only after they are distributed to approved project participants and to restrict all card funding and use to the specific project approved in the application. Personal use of Loadable Cards is strictly prohibited.
- I agree to notify the Loadable Card Administrator immediately if I am no longer affiliated with this project or upon separation from employment with the University of Kentucky.
- I acknowledge that failure to comply with applicable University of Kentucky policies, regulations, and guidelines may result in disciplinary action, up to and including termination of employment.

All signers acknowledge that they have been informed of the responsibilities of managing the Loadable Card program as outlined in the [loadable card instructions](#), [QRCs](#) and [BPM E-9-1](#).

Account Custodian Adobe-Certified Signature:	LinkBlue ID	
Supervisor Adobe-Certified Signature:	LinkBlue ID	
Dean/Business Officer Adobe-Certified Signature:	LinkBlue ID	