

JMU U.S. Bank Corporate Rewards Load Spreadsheet instructions for completion

1. Complete all required fields.
2. Do NOT alter forms, altered forms will not be accepted.
3. If working off-campus, include phone # where you can be reached.
4. Be sure to enter IRB protocol # or event name.
5. Submit a separate form per event/project. This form is to request funding of cards you have received and distributed and/or cards to be mailed to recipients.
6. Submit completed card log and W-9's and/or W-8's to CI with the load spreadsheet.
7. Direct all prepaid card order questions and communications to prepaidcards@jmu.edu.
8. This form is used for the **Rewards Visa Card (one-time funding) only**.
 1. Funding for anonymous cards distributed in person and for personalized cards to be mailed by the bank are requested with this form.