



**University Controller's Office
Prepaid Debit Card Program Matrix**

For questions, contact cards@mailbox.sc.edu

Prepaid Debit Card Program	Description	Card Details	Order Lead Time	Cash Withdrawal Option	Reloadable?	Maximum Request Amount	Account Code	Required Documentation
Participant Anonymous	To pay program participants a one-time payment	<ul style="list-style-type: none"> •Program participant - card does not have to be registered with the issuing bank •Funds belong to participant and cannot be unloaded •Cards cannot be returned to Controller's Office once loaded 	3-5 days	No	No	\$100 per card	<u>Prepaid</u> 19010 <u>Expense</u> 54535	Card Orders: Participant Card Request Form If research, IRB letter required Settlement: Proof of card distribution to participants
Participant Registered	To pay program participants a one-time or recurring payment	<ul style="list-style-type: none"> •Program participant - cardholder information does have to be provided to the Controller's Office for order •Funds belong to participant and cannot be unloaded •Card is personalized 	7-10 days	Yes	Yes	\$100 per load	<u>Prepaid</u> 19010 <u>Expense</u> 54535	Card Orders: Participant Card Request Form If research, IRB letter required Settlement: Proof of card distribution to participants
Business Expense (BE)	To advance funds for: <ul style="list-style-type: none"> •Educational programs (e.g. study abroad, summer programs, etc.) •Participant electronic gift cards •Athletic per diem 	<ul style="list-style-type: none"> •Cardholder must be USC employee •Funds belong to USC and remaining funds can be unloaded •Card is personalized 	7-10 days	Yes	Yes	\$10,000 per load (if program needs exceed \$10,000, contact Controller's Office)	<u>Prepaid</u> 19011 <u>Expense</u> varies per charge	Card Orders: BE Card Request Form Settlement: BE Card Settlement Form Food Memo required for acct code 53005 Receipts

Guidance below applies to all card programs:

- ▶ Cardholder must have US address.
- ▶ International Transactions incur 3% fee.
- ▶ Open card orders must be partially or fully settled prior to subsequent requests.
- ▶ Cards are subject to suspension by Bank of America's fraud prevention services. In such cases, cardholder must call BOA at number on back of card immediately for reactivation.
- ▶ The department is responsible for maintaining W-9s from participants where total payment in any form including cards is expected to exceed \$600 per calendar year. (see procedures)
- ▶ Participation by USC employees is highly discouraged. If participants are USC employees, any and all payments must be reported to payroll for inclusion on the employees' W-2s.