PREPAID DEBIT CARD PROGRAM

Scope: Louisiana State University

Effective: July 1, 2023

Purpose: To establish a procedure for the disbursement of funds for meals and/or other expenses.

Program Summary:

The prepaid debit card program allows the University to provide a means of payment for meal per diem and/or other expenses to participants in lieu of having to issue a cash advance to an employee for that person to be responsible for the actual cash disbursements. The facilitator of the prepaid debit card is Red Card Media, LLC (Red Card). The program administration will be a collaborative effort of the requesting department and Accounts Payable & Travel.

Introduction:

The prepaid debit card program allows the requesting department to control the disbursement of funds for meals and/or other expenses per event. The University is not responsible for the card or funds on the card once they are disbursed. The prepaid debit card is intended to be used as a credit card, but in the event a cash withdrawal is desired, the cardholder can withdraw cash from any bank ATM machines. If cash is withdrawn, the cardholder will be charged a $2.50 fee plus any additional transaction fees. Cardholders will be responsible for the inactivity fee. The fees will be deducted from the available balance on the card.

Procedures:

A. Prepaid debit cards will be issued to participants that are members of the program (i.e., LSU Tiger Band, student athlete, etc.). Red Card also offers an App that can be used in lieu of the physical card, but all participating students will receive a physical card initially.

B. Prepaid debit cards will be issued personalized with the participant's name.

C. Cardholders are required to activate the prepaid debit card upon receipt using the instructions provided with the card.

D. Cardholders may be asked at the time of activation for the program billing address:

Address – 204 Thomas Boyd Hall, Baton Rouge, LA 70803
Phone – 225-578-3321

E. Cardholders are encouraged to safeguard their prepaid debit cards in the same manner as their personal credit cards. Cardholders should keep the card in a safe place and protect the sensitive information on the card.

F. Prepaid debit cards will be funded per the official university event as long as the participant is a member of the program.

G. While a participant in the program, the cardholders should not dispose of the card if the balance is zero. The card will be continuously funded during the duration of the participant's participation in the program.

H. The prepaid debit cards will have a 5-year expiration. Cardholders will be given a renewal card upon expiration if the participants are still a member of the program.

I. If a card is funded in error and the cardholder is not due the funds, the Organization Admin will be able to recover the funds off of the cardholder's account if the balance is on the card. If the cardholder has used the funds before the error is realized, then an accounts receivable must be set up on the student account in the Bursar's office for the University to recover the funds.

J. All new and replacement cards will be received by Accounts Payable & Travel. Upon receipt, Accounts Payable will contact the requesting department to pick up the cards. The cards will be given only to department's Organization Admin who is the individual with first-hand knowledge of the department's participation in the prepaid card program.

Card Maintenance:

A. Lost or Stolen Card

    If a card is lost or stolen, cardholders should suspend the card immediately in the Red Card Athletics app and contact the Organization Admin in the business office for a replacement card. The card will be deactivated, and a new card will be issued.

B. Replacement Card

    Cardholders will be charged $5 initially (/$10 in subsequent years) for a replacement card and it will be a personal expense. The $5 (or $10) charge will be deducted from the cardholder's available balance on the card. If the card is lost while in travel status, a replacement card will not be immediately available. Red Card processing time may be up to 7-10 business days to issue a replacement card. In the interim, Red Card App is available for cardholders to use until the physical card arrives. For information on the Red Card App, cardholders should contact their department's Organization Admin.

Program Responsibilities:

A. Requesting Department

    The requesting department will be responsible for the following:

    1. Complete the AS775, Prepaid Card Program User Request form to designate an Organization Admin who will be the departmental person with first-hand knowledge of the department's participation in the prepaid card program.

2. Organization Admin will order the prepaid debit cards for the participants and inform the Program Administrators in AP & Travel of the total number cards ordered to validate the number of cards in the shipment.

3. Organization Admin will distribute the prepaid debit cards to the participants upon providing a brief training of the program guidelines using the AS776, Prepaid Card Participant Agreement form.

4. Organization Admin should obtain the AS776 form signed from each participant and maintain the forms in a central file as a record of the participant's understanding of the prepaid card program.

5. Organization Admin will fund the prepaid debit cards per event via the Red Card System. Organization Admin must notify the Program Administrator in AP & Travel of the total amount to be funded and wait for a confirmation that the funds are available before initiating the card load request.

6. Once the cards are funded, the Organization Admin will create the journal entry to record the expenses.

   The journal entry should be as follows:

   Debit – Program/Spend Category
   Credit – Ledger Account 2036 (Due to Red Card/Prepaid Card Program)

7. Organization Admin should forward an e-mail copy of the journal entry along with supporting information to Program Administrator in Accounts Payable & Travel.

8. Organization Admin can reset Usernames and Passwords within the Red Card System, if necessary.

9. Organization Admin will obtain completed AS775 forms for those users in need of the Dashboard User admin level.

10. Dashboard User can initiate request to fund prepaid debit cards in the Red Card System, however the cards cannot be funded until final approval is granted by the Organization Admin.

B. Accounts Payable & Travel

The Accounts Payable & Travel office will serve as the Program Administrator and will be responsible for the following:

1. Upon receipt of the AS775, Prepaid Card Program User Request form, the Program Administrator will review and sign the form.

2. Program Administrator will inform the Organization Admin when the prepaid debit cards are received in Accounts Payable & Travel for the cards to be picked up.

3. Program Administrator will give the prepaid debit cards only to the Organization Admin.

4. Upon notification of the total card load request, Program Administrator will initiate the Ad Hoc Bank Transaction to transfer the funds into the Red Card's Prefunding Account.

   The Ad Hoc Bank Transaction accounting should be as follows:

   Debit – Ledger Account 2036 (Due to Red Card/Prepaid Card Program)
   Credit – Cash

5. Program Administrator will inform the Organization Admin when the funds are available in Red Card's Prefunding account to expedite the card load request.

6. Program Administrator will conduct a monthly reconciliation of the Ledger Account 2036 (Due to Red Card/Prepaid Card Program).

7. Program Administrator will account for and approve the statement for the card fee charges.

Instant Issue Card:

A. Requesting department may also request to have instant issue cards on hand to assign to new participants for emergency purposes.

B. Instant issue cards will serve as the original prepaid debit card issued to the participant. A replacement card will not be provided unless the card is lost or stolen.

Reporting:

Reports are available via the Red Card System for the Organization Admin to obtain card balance information, when necessary. Program Administrator has access to reports for balancing purposes.