



Safekeeping Prepaid Visa Request

Instructions

This form is used to request a prepaid Visa card for a safekeeping group. Complete the request details and agreement sections of the form and return to Accounts Receivable in Jardine Hall room 201, by mail to campus box 38, or by email to wsuaccountsreceivable@wichita.edu. **Allow three to four business days processing time for requests.**

Note that this form may be completed and returned digitally, but the prepaid Visa can only be picked up by the responsible person listed with a valid photo ID. For more information and frequently asked questions on the prepaid Visa, see www.wichita.edu/prepaidvisa. Forms turned in incomplete will not be processed.

Request Details

Safekeeping Group _____

Responsible Person Picking Up Card (print) _____

myWSU ID _____

WSU Email Address _____

Contact Phone Number _____

Date to Check Out Card _____

Date to Check In Card _____

Amount to be Loaded _____

Justification (if more than \$500) _____

Description of Event or Use of Card _____

Agreement

I accept full responsibility on behalf of the above named safekeeping group for the care of the prepaid Visa that is being borrowed and all purchases made with the card. The safekeeping group will be charged a fee of \$40.00 should the card be damaged, lost or not returned.

I understand on behalf of the above named safekeeping group that the prepaid Visa must be returned by the specified check in date to avoid a \$40.00 late fee.

The prepaid Visa card, which allows access to funds loaded, should be treated with the same care as cash. The card is not connected in any way to any other account, is not a gift card and is not intended to be used for purchase of services. The card can be used for online purchases; however, do not save the card number as a payment option. Never place the card number in an email.

The prepaid Visa cannot be used for cash withdrawals.

I agree that I, as the authorized designee of the safekeeping group, will ensure that instructions on the use of the prepaid Visa are fully understood and any violation will be forwarded to Conduct.

I understand that all receipts for the purchases made on the prepaid Visa must be turned in to Accounts Receivable when returning the prepaid Visa card to avoid a \$40.00 fee.

Responsible Person's Signature _____

Student Representative (print) _____

Student Representative Signature _____

Safekeeping Advisor (print) _____

Safekeeping Advisor's Signature _____

Accounts Receivable Office Use Only

Checked Out By _____ Check Out Date _____

Checked In By _____ Check In Date _____

Fund/Org Used _____

Last Four Digits of Card _____