



# Research Payment Card Request Form

## Requestor's Information

Requestor's First Name: \*  Requestor's Last Name: \*

Address: \*

Department Name: \*  Phone Number: \*

Program or Study: \*

Researcher Name: \*  RSPA Accountant Name: \*

## Card Request Detail

FOAPAL #  Fund # \*  (6 digits) Org # \*  (5 digits) Account # \*  (5 digits) Program # \*  (5 digits) Activity Code #  (5 digits)

With this form, you can request up to three different sets of card amounts being charged to the same FOAPAL. If you need cards charged to a different FOAPAL or need more than 3 sets of different card values, please complete another **Research Payment Card Request Form**.

	Number of Cards		\$ Amount per card (min \$5, max \$500)	=	\$ Total Amount
Set 1:	* <input type="text"/>	X	* <input type="text"/>	=	* <input type="text"/>
Set 2:	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
Set 3:	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
<b>Total \$ Amount All Cards =</b>					* <input type="text"/>

Requested pickup date: \*   
(format = mm/dd/yyyy)

**Card request forms with departmental approval submitted by 4:00 PM will be available for pick up by 2:00 PM the next business day.**

Name of person picking up cards (photo ID required for pickup): \*

**You must submit the *Card Use And Return Form* within 7 days after the card pickup date.  
Your FOAPAL will only be charged for cards you distribute.**

Please enter any special instructions below:

## Department Approval Information

Approver's Decision: \*

Approver's First Name: \*  Approver's Last Name: \*

Approver's Title: \*  Phone Number: \*

**\*\*\*\*\* RSPA Office Only \*\*\*\*\***

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**For Reload Batches only: Please carefully review the Inventory Control Numbers you provide as part of each reload. We have no way to verify the numbers you provide are indeed tied to the person (s) receiving the reload and we cannot reverse a load once it has been applied. If any amounts are loaded in error and the recipient is not eligible for future payments, the cost of any misapplied reload must be absorbed by non-grant funds.**