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**PREPAID DEBIT CARD PARTICIPANT AGREEMENT**

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**AS776**

The following are the guidelines of the Prepaid Debit Card Program:

1. The prepaid debit card is provided as a means of payment for meal per diem and/or other expenses while you are a participating member of the program.
2. 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 ATM machines. The cardholder will be charged a \$2.50 fee plus any additional transaction fees. The fees will be deducted from the available balance on the card.
3. Prepaid debit cards will be issued personalized with the participant's name.
4. Cardholders are required to activate the prepaid debit card upon receipt using the instructions provided with the card. 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

5. Cardholders are responsible to secure and safeguard the prepaid debit card in the same manner as their own personal credit cards. Cardholders should keep the card in a safe place and protect the sensitive information on the card.
6. Prepaid debit cards will be funded per the official university event as long as the participant is a member of the program.
7. Cardholders should not dispose of the card once the funds have been used. The prepaid debit cards will have a 5-year expiration. Cardholders will be given a renewal card upon expiration if they are still a member of the program.
8. If a card is funded in which the cardholder is not due the funds, the funds will be removed from the available Red Card balance, if available. If the funds are not available, an accounts receivable will be set up on the student account in the Bursar's office for the University to recover the funds.
9. If a card is lost or stolen, the cardholder should suspend the card immediately in the Red Card app and contact the department's Program Administrator to request a replacement card. If the card is lost while in travel status, a physical replacement card will not be immediately available. In the interim, the virtual card on the Red Card App is an immediate available option for the cardholder until the replacement card arrives.
10. Cardholders will be charged \$10 for a replacement card, and it will be a personal expense. The charge will be deducted from the cardholder's available balance on the card.
11. Cardholders should contact the department's Program Administrator for questions about the card, balances, etc.

**By signing this form, I am acknowledging receipt of the prepaid debit card and certifying that I understand the prepaid debit card guidelines in which my student account in the Bursar's Office will be charged for any funds placed on my prepaid debit card that are not due to me. It will be my responsibility to repay the University.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ ID: \_\_\_\_\_