

Memorandum of Understanding (MOU)

UW-Madison Focus Blue Reloadable Debit Card Accounts For Research Participant Studies

Memorandum of Understanding – Coordinators	
Custodian Name:	NR:
Focus Blue Account Number:	
Department ID:	Project ID:

Coordinators Responsibilities

A. Overall

- A1. I, the Coordinator, am a UW-Madison employee.
- A2. I, the Coordinator, am not a Custodian and/or Reconciler on this Focus Blue account and/or any other Focus Blue for which the same Custodian or Reconciler are acting in the same capacity as for this account.
- A3. I know the Custodian and Reconciler. I will notify the Custodian and Reconciler when there is a change in Coordinator(s).
- A4. I verify that I am one of a minimum of two and maximum of four authorized Coordinators. If extraordinary circumstances exist that require more than four Coordinators, I will work with my Business Office and Cash Management.
- A5. I will ensure no conflict of interest and no related parties between Custodian, Coordinators, and Reconciler and that the Custodian, Coordinators, and Reconciler are UW-Madison employees.
- A6. I will maintain current with all required training related to Coordinator responsibilities to ensure compliance with related University procedural requirements.
- A7. I will review and follow the Custodian Funds Policy and Procedures for Focus Blue reloadable debit card accounts.

B. Responsibilities with Focus Blue Reloadable Debit Card Account

- B1. I understand and know the payment amount limits for this Focus Blue account.
- B2. If no payments are made for 90 days, I will report to the Custodian and Reconciler about the lack of activity in the Focus Blue account.
- B3. If there is no activity for 6 months, I will report to the Custodian about the lack of activity in the Focus Blue account. The Focus Blue account could be closed, unless a justification is provided to your units' Business Office and Cash Management.
- B4. When the Focus Blue account is closed, I, the Coordinator will ensure unused reloadable debit cards are cross-shredded immediately and that a second party witnesses and documents the shredding. Documentation of the cross-shredding is to be sent with your close out documentation.
- B5. Ensure that participants are provided with the US Bank Focus Card Pre-Acquisition Disclosure and Fee Schedule.

C. Focus Blue Payment Responsibilities

- C1. Ensure all payments are logged and accounted for, and that reloadable debit card stock are stored in a secure location.
- C2. Ensure all payments of \$250 or more are completed through the Payment to Individual Report (PIR) process with Accounts Payable and supported with a completed and signed W-9 form.
- C3. Ensure that completed and signed W-9 forms are obtained from participants that will be paid \$600 or more in a calendar year, for tax reporting purposes.
- C4. Ensure all payments are made out directly to the appropriate recipient in accordance with the purposes of the account.
- C5. Ensure payments are not issued to parties with a conflict of interest, such as related family members or affiliated organizations.

D. Compliance with Policies

- D1. FERPA, HIPAA, IRB, and all other UW-Madison policies are followed.

For circumstances that may challenge appropriate segregation of duties for compliance with financial internal controls, please contact your School or College Business Office to discuss further.

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Memorandum of Understanding – Coordinators (I understand, not following these procedures would result in loss of Focus Blue account privileges.)			
	Printed Name	Signature	Date
Coordinator 1			
Coordinator 2			
Coordinator 3			
Coordinator 4			
Department Chairperson/Project Director			
Dean/Director			

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