

Memorandum of Understanding (MOU) – Coordinators
UW–Madison | Focus Blue Reloadable Debit Cards

Custodian name:

NR:

Focus Blue account number:

Department ID:

Project ID:

Coordinator 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 account and/or any other Focus Blue account for which the same Custodian or Reconciler are acting in the same capacity as for this account.
- A3. I always know who the Custodian and Reconciler are.
- A4. I will notify the Custodian when there is a change in Coordinator(s).
- A5. I verify I am one of a minimum of two (2) and maximum of four (4) authorized Coordinators. If extraordinary circumstances exist requiring more than four Coordinators, I will work with my Business Office and Cash Management.
- A6. 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.
- A7. I will stay current with all required training related to Coordinator responsibilities to ensure compliance with related University procedural requirements.
- A8. 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. Understand and know the payment amount limits for this account.
- B2. Report lack of account activity to the Custodian and Reconciler if no payments are made for 90 days.
- B3. Report lack of account activity to the Custodian If there is no activity for 6 months. The 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, ensure unused reloadable debit cards are cross-shredded immediately and a second party witnesses and documents the shredding. Send documentation of the cross-shredding with the close-out documentation.
- B5. Ensure 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 reloadable debit card stock is stored in a secure location.
- C2. Monitor to 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 completed and signed W-9 forms are obtained from participants who 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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Signing below means you agree to the following statement:

I understand not following these procedures will result in the loss of account privileges.

	Printed Name	Signature	Signature Date
Coordinator 1			
Coordinator 2			
Coordinator 3			
Coordinator 4			
Department Chairperson / Project Director			
Dean / Director			

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