

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

Custodian name:  
Focus Blue account number:  
Department ID:

NR:  
Project ID:

**Reconciler Responsibilities**

**A. Overall**

- A1. I, the Reconciler, am a UW–Madison employee.
- A2. I, the Reconciler, am not a Coordinator and/or Custodian on this account and/or any other Focus Blue account for which the same Coordinator or Custodian are acting in the same capacity as for this account.
- A3. I always know who the Custodian and Reconciler are.
- A4. 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.
- A5. I will notify the Custodian when there is a change in Reconciler.
- A6. I will stay current with all required training related to Reconciler 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. Obtain US Bank Prepaid Administrative Website access for retrieving reports.
- B2. Ensure the Focus Blue account maintains a positive balance.
- B3. Complete monthly account reconciliations within 30 days of month end. Submit reconciliation with supporting documents to Accounting Services Cash Management through the Custodian Funds System.
- B4. Monitor to ensure tax reporting is completed for participant payments of \$600 or more in a calendar year.

**C. Replenishment Responsibilities**

- C1. Monitor to ensure replenishments are based on payments made.
- C2. Monitor to ensure replenishment of accounts are done every 90 days or sooner, based on activity.
- C3. Report lack of account activity to the Custodian if no payments are made for 90 days.
- C4. 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.

**D. Compliance with Policies**

- D1. FERPA, HIPAA, IRB, and all other UW–Madison policies are followed.
- D2. Ensure all activity, documents, and bank reconciliations are maintained and stored in a central, secure location according to the UW General Records Schedule ([https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal\\_Accounting\\_UWS2012-11-2016.pdf](https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal_Accounting_UWS2012-11-2016.pdf)).

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
Custodian			
Department Chairperson / Project Director			
Dean / Director			