

Memorandum of Understanding (MOU)

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

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

Reconciler Responsibilities

A. Overall

- A1. I, the Reconciler, am a UW-Madison employee.
- A2. I, the Reconciler, am not a Custodian and/or Coordinator on this Focus Blue account and/or any other Focus Blue account for which the same Custodian or Coordinator are acting in the same capacity as for this account.
- A3. I, the Reconciler, at all times know who the Custodian and Coordinators 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 maintain 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. Ensure tax reporting is completed for payments that are \$600 or more in total to participants in a calendar year.

C. Replenishment Responsibilities

- C1. Verify replenishments are based on payments made.
- C2. Verify replenishments are done every 90 days or sooner based on activity.
- C3. If no payments are made for 90 days, I will report to the Custodian about the lack of activity in the Focus Blue account.
- C4. 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.

D. Compliance with Policies

- D1. FERPA, HIPAA, IRB, and all other UW-Madison policies are followed.
- D2. Ensure all documents, activity, and reports are maintained and stored in a central, secure location according to UW Record Retention Policy
(https://www.wisconsin.edu/compliance/download/general_schedules_and_records_management_services_pdfs/Fiscal-and-Accounting-General-Records-Schedule.pdf)

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.

Memorandum of Understanding (MOU)

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

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

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.