



Declining Balance Procurement Card

 **Gatton College of
Business and Economics**

Declining Balance Procard

- All payments made to participants in research must be paid through a declining balance procard.
 - These include survey completion through Mturk, Prolific, Cloud Research, etc.



Process

- IRB Application
 - Should be considered as covering the entire research project. Include each set of data collection expected in the project overall.
- Procard Application
 - Each individual project should have its own procard.
 - Contact Amanda Henderson to complete the procard and supplemental information.
 - Please include the overall budget for the project – be aggressive
 - How will those funds be used over time?
 - All in the first month?
 - All in the first quarter?
 - Spread over multiple months/quarters?
 - Provide your best estimate of timing
 - How many participants in each set of data collection and the payment to each individual for their participation.
 - Attach IRB approval level.
 - This process can take up to two weeks.



New Declining Balance Procard

- Please make sure you complete your training in MyUKLearning.
 - It must be completed within 30 days
 - Once the training is completed, your card will be mailed to your home address
 - Your card will not be mailed until the training is complete



Using your Procard

- Do not load excessive amounts onto your Mturk, Prolific, etc. accounts.
 - Only load what you think you will use.
 - Extremely important if you are running data collection for multiple projects using the same account in Mturk.
 - Any project funding needs to be clearly tied to data collection pertaining to that project's procard.
- Do not use personal funds.



Documentation

- We will need a copy of the invoice.
- Download of data participants who participated in the study.
 - Please be cautious when using data panels. We have some cases where we cannot obtain the data participants and they cannot be used. Example includes Qualtrics.
- Screenshot of account balance needed if the full amount loaded was not used.



CloudResearch Invoice



Receipt from Connect

Transaction ID: e9422835-15a4-4364-b785-96b56ba14456

Date Paid

August 7, 2023

Payment Method

 **** 0335

Order Summary:

Payment to Connect (CloudResearch)	\$152.00
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Amount Charged	\$152.00
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If you have any questions, contact us at connect-support@cloudresearch.com



CloudResearch Distribution

8/7/23, 12:00 PM

Connect - Researcher App



Transactions

Date	8/7/2023 - 10:33 AM
Amount	-\$152.00
Transaction Type	Project Payment
Details	Crypto S2 - 8.7.2023 [43c8093f-8cc4-446c-adab-8e97d1121d9b] - launched
Date	8/7/2023 - 10:32 AM
Amount	\$152.00
Transaction Type	Fund Account
Details	N/A

Include breakdown showing where account was funded, and then paid out to the project.



CloudResearch Participants

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ParticipantId	StartTime (America/New_York)	CompletionTime (America/New_York)	CompletionType	CompletionCode	Payment	Bonus	Fees	Status	Task Data	Submitted Data	English Language	
2	C2C8A74EC7434A6F964C947422FF849A	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
3	1B68B91034654C6896D575C027D99F76	8/7/2023 10:34	8/7/2023 10:41	Redirect		0.3	0	0.08	Approved	Yes			
4	60B62D2058D24418965396147B2746C3	8/7/2023 10:34	8/7/2023 10:37	Redirect		0.3	0	0.08	Approved	Yes			
5	0D3E6143AB2A4983A3ADEF579D858CD2	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
6	85C92CDBAC71452684E2566DAB6C7342	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
7	3A027EB458E1432AB5977770B373FOCB	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
8	7E553EDCD9C949A984A200B0681A8B0B	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
9	9C83E0FF26FD471993D8C4042C8905BD	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
10	D5DE0F46EEF341A383C94F3271F02925	8/7/2023 10:34	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
11	B943EEA9B392471F89EA13197631BEB0	8/7/2023 10:34	8/7/2023 10:35	Redirect		0.3	0	0.08	Approved	Yes			
12	71AEE38C92B24C568F612B9014229FF4	8/7/2023 10:35	8/7/2023 10:35	Redirect		0.3	0	0.08	Approved	Yes			
13	ACFC0EF1E2E147509A903660C8F14F64	8/7/2023 10:35	8/7/2023 10:35	Redirect		0.3	0	0.08	Approved	Yes			
14	9523FF39BCED464BA85D1A00D891D8B7	8/7/2023 10:35	8/7/2023 10:38	Redirect		0.3	0	0.08	Approved	Yes			
15	A50C3A2098BE40928A52C4CFABD4F548	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
16	D99590F1FB0E4A0BB009E1CB207C2E9C	8/7/2023 10:35	8/7/2023 10:37	Redirect		0.3	0	0.08	Approved	Yes			
17	E587ABFDA56848ECA4CF94C3287B11D0	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
18	B7156F6F036246CD8028B2379E2020E6	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
19	C74D0F18B0A546C2A2210A0DEEC43052	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
20	68655E54142843DC954581CD378EC5C1	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
21	353A003493CF4C8B88BA6A14725C5886	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
22	A699A5BD5CAF498BB628DCFC0E454DED	8/7/2023 10:35	8/7/2023 10:35	Redirect		0.3	0	0.08	Approved	Yes			
23	CEE200574E944A4CB0DC41352FB28E5C	8/7/2023 10:35	8/7/2023 10:35	Redirect		0.3	0	0.08	Approved	Yes			
24	218D74FFB32A4C838A88C6019A69DE91	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
25	A712D9C3A2094DFBA41EDA8C0EA3C0B	8/7/2023 10:35	8/7/2023 10:37	Redirect		0.3	0	0.08	Approved	Yes			
26	7169E08590094DA0BF2EEB16303689E6	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
27	9B3A0980FA36416D9C96A6ED2A54E924	8/7/2023 10:35	8/7/2023 10:38	Redirect		0.3	0	0.08	Approved	Yes			
28	BA41EA00BBD6453CBA848813672127BB	8/7/2023 10:35	8/7/2023 10:37	Redirect		0.3	0	0.08	Approved	Yes			
29	1612C8A4DD6048458F89D711FD87FBB	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
30	08FEFD745D61400CB190EA12CC5FEF33	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
31	EE3020DF123B44F7940C6C9E23782D55	8/7/2023 10:35	8/7/2023 10:37	Redirect		0.3	0	0.08	Approved	Yes			
32	DE1EC6694BCA49DA8C28E574B5E168F5	8/7/2023 10:35	8/7/2023 10:38	Redirect		0.3	0	0.08	Approved	Yes			
33	FE85B422A2E847B9AA1B39A69534BBC9	8/7/2023 10:35	8/7/2023 10:36	Redirect		0.3	0	0.08	Approved	Yes			
34	6EE52562390F4564BA965E2054A24FD5	8/7/2023 10:35	8/7/2023 10:40	Redirect		0.3	0	0.08	Approved	Yes			



Prolific Invoice

Prolific
08991 598
GB 233 6075 23
www.prolific.co
support@prolific.co

483 Green Lanes
London, London N13 4BS
United Kingdom



Invoice Number 64c803c8833138c12abef6f4
Invoice Date 31-Jul-2023
Due Date 01-Aug-2023
Balance Due \$0.00
Card Details Visa **** * 3138

[Redacted]

Item	Unit Cost	Quantity	Line Total
Study rewards	\$111.9975	1	\$112.00
Service fees	\$37.3325	1	\$37.33

Subtotal \$149.33
Paid to Date \$149.33
Balance Due \$0.00



Prolific Participants



Prolific Academic Ltd

483 Green Lanes, London, N13 4BS
 info@prolific.co
 COMPANY NUMBER: 08991598
 VAT NUMBER: GB 233 6075 23

SUMMARY

Summary #M5VPWP / 31 July 2023 / Survey on financial decisions.

Customer Information

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Summary ID:	M5VPWP
Issue Date:	11/08/2023
Status:	PAID IN FULL

Breakdown by participant - Summary #M5VPWP / 31 July 2023 / Survey on financial decisions.

Participant	Reward	Service fees	Vat	Total
63d0293ea72094f49357ebe6	\$1.40	\$0.46	\$0.00	\$1.86
63910ada359f82b242d0518d	\$1.40	\$0.47	\$0.00	\$1.87
6025b6e60ac9cb1ae2b1875a	\$1.40	\$0.47	\$0.00	\$1.87
5f77c6a1a110ce346dc016ec	\$1.40	\$0.46	\$0.00	\$1.86
5c7afb18de6f7900150c33d2	\$1.40	\$0.47	\$0.00	\$1.87
60fe1f158c395adbe33e6c84	\$1.40	\$0.47	\$0.00	\$1.87

Participant	Reward	Service fees	Vat	Total
5f13cd9693d2ed043a5e7c96	\$1.40	\$0.46	\$0.00	\$1.86
60038fcb3919e748155efc28	\$1.40	\$0.47	\$0.00	\$1.87
58477607f1b9b3000192bb01	\$1.40	\$0.47	\$0.00	\$1.87
56f5855c736c79000d22dee7	\$1.40	\$0.47	\$0.00	\$1.87
5f31c74722eeb30e81d1ef3e	\$1.40	\$0.46	\$0.00	\$1.86
5df89cab69a117620a70f1ee	\$1.40	\$0.46	\$0.00	\$1.86
5f4fe40c4af6f3120ff17532	\$1.40	\$0.47	\$0.00	\$1.87
62e154770b9035b7054f03e1	\$1.40	\$0.46	\$0.00	\$1.86
6298f0e21abd78cb684b723c	\$1.40	\$0.47	\$0.00	\$1.87

We've rounded some VAT and service fees, to make sure you're billed correctly. This does not affect participant rewards.

Summary #M5VPWP / 31 July 2023 / Survey on financial decisions.

Description	Reward	Service fees	Vat	Total
Total Cost				\$149.33

Amount Paid: **\$149.33**



Mturk Invoice

From: Mechanical Turk mturk-noreply@amazon.com
Subject: Your purchase of Mechanical Turk Prepared HITs succeeded
Date: July 13, 2023 at 6:31 PM
To: [REDACTED]

CAUTION: External Sender

Greetings from Amazon Mechanical Turk,

Your purchase of Mechanical Turk Prepared HITs succeeded.

Details of your transaction are below:

Transaction ID:

[REDACTED]

Transaction completed:

Thu, Jul 13, 2023 03:31 PM

Amount:

\$96.00

Payment method:

Credit card

Please Note: Your purchase and use of Mechanical Turk Prepared HITs is subject to our Terms and Conditions, available at <https://nam04.safelinks.amazon.com/mturk-terms>

[REDACTED]

Sincerely,
Amazon Mechanical Turk

[REDACTED]

Payment processing for this service is provided by Amazon Payments, Inc., located at 410 Terry Ave N, Seattle, WA 98109. For more information on Amazon Payments, Inc.'s money transmission licenses, visit <https://nam04.safelinks.amazon.com/mturk-terms>

[REDACTED]



Mturk Participants

	A	B	C	D	E	F	G	H	I	J
1	Transaction ID	Date Initiated	Date Posted	Transaction Type	Payment Method	Recipient ID	Amount	HIT ID	Assignment ID	
2	3NYP8T7JSB81WRZYEDTHCQJ32R7N3	7/13/2023 19:08	7/13/2023 19:08	Prepayment	Visa (last 4 digits: 2085)	A86UYJMT2TKOE	96			
3	3C2OSVB34RG63A4RU3JUEY9XBJTRVR	7/13/2023 15:38	7/13/2023 20:35	AssignmentPayment		AXKVHJHF1EOVT	-0.5	35NNO802AVXXZEK58J5KBHRPWC2IN7	3VBEN272MK066K49UR4EJKC63QSGM	
4	3D4NSQ1WDR61JY6XHLAL4H4ZJ42NGD	7/13/2023 15:38	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	35NNO802AVXXZEK58J5KBHRPWC2IN7	3VBEN272MK066K49UR4EJKC63QSGM	
5	3WPV5GDOTU4DUBPMMMARUNVTYI57Z8	7/13/2023 15:39	7/13/2023 19:14	AssignmentPayment		A2T1LN80EPOQR	-0.5	3KG2UQJ0MJPXGC8OLRATKJIBNMJQNI	3UWN2HHPUY6CGCLV3Y4Z43T97FCNSP	
6	3XU2STNNV5QWZHG96PTBLTVYML4S3KG	7/13/2023 15:39	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3KG2UQJ0MJPXGC8OLRATKJIBNMJQNI	3UWN2HHPUY6CGCLV3Y4Z43T97FCNSP	
7	3X9O53E3VBDJ6ASJT2EKIR8WLXHUTI	7/13/2023 15:39	7/13/2023 17:37	AssignmentPayment		A34NIDEMZPCAUB	-0.5	3QTFNPMJJC6J6U49F8NT6BCUFS4N29	3NXNZ5R51AY58CX9ELNJR2TFCJ790	
8	321KY3KYLKFO2HNYRICE88ESBZAQEM	7/13/2023 15:39	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3QTFNPMJJC6J6U49F8NT6BCUFS4N29	3NXNZ5R51AY58CX9ELNJR2TFCJ790	
9	32GR7G8YPBQKZT9XOGT5GT7CWNY817	7/13/2023 15:39	7/13/2023 17:41	AssignmentPayment		AFAQRD1972NYV	-0.5	35U0MRQMUJ87354H854G5VHO03VOW	3DUZQ9U6SMPPOHU45PQQEKNMTIEVSE	
10	3LN7QL79OH2U7499A5O188QQA9N3ML	7/13/2023 15:39	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	35U0MRQMUJ87354H854G5VHO03VOW	3DUZQ9U6SMPPOHU45PQQEKNMTIEVSE	
11	38P8RRMTIIXG9WNCBK7O4MM9U7C83Z	7/13/2023 15:39	7/13/2023 20:41	AssignmentPayment		A2IVAIE9IMPZXX	-0.5	3V1V1U06FKDEHWZ5WIKY22PRMSIM7	3WLEIWSYHOIR1HIM6LUG81J9N95H28	
12	30K5AZ30UCS177LNL3E0CFV5923O0	7/13/2023 15:39	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3V1V1U06FKDEHWZ5WIKY22PRMSIM7	3WLEIWSYHOIR1HIM6LUG81J9N95H28	
13	3P9JCFMTEP7JNBAGP3VHJKT83385P	7/13/2023 15:39	7/13/2023 19:15	AssignmentPayment		A11ST9LLMHIF9	-0.5	3KG2UQJ0MJPXGC8OLRATKJIBNMJQNI	3A1PQ49VWHIKCW0QNHU23I94V3RH1R	
14	3Y4J6Q9V0K0LSJ712YV1PHAVKAK3Q8	7/13/2023 15:39	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3KG2UQJ0MJPXGC8OLRATKJIBNMJQNI	3A1PQ49VWHIKCW0QNHU23I94V3RH1R	
15	3QDGN9Y2WP8Q944S45831F8AW6OFZK	7/13/2023 15:40	7/13/2023 17:12	AssignmentPayment		AQPHAKANHK618	-0.5	35NNO802AVXXZEK58J5KBHRPWC2IN7	3RRCEFRB7MDRDIUNA738F5D9CAW4BB	
16	3KZUOHBGA8L4KBDJ4MQRBEWY9W5BKF	7/13/2023 15:40	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	35NNO802AVXXZEK58J5KBHRPWC2IN7	3RRCEFRB7MDRDIUNA738F5D9CAW4BB	
17	3QAVBLMEJX41494D3NKILUSO6QXF5	7/13/2023 15:40	7/13/2023 19:32	AssignmentPayment		A134K8O4EOZ45W	-0.5	3X0EMNLXEPQO5GIN5HVUVME4TZVPD	3Z7VU451PY163H0KT3093PD9RT81Z1	
18	330KNO4UAA2370W0F7USONB15ZTOH	7/13/2023 15:40	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3X0EMNLXEPQO5GIN5HVUVME4TZVPD	3Z7VU451PY163H0KT3093PD9RT81Z1	
19	3Q19P5D1KF3ZS8FF7E5T86OAK6BG1V	7/13/2023 15:40	7/13/2023 19:13	AssignmentPayment		A1PEMD0ZDSKQMK	-0.5	3W5PY7V3UP8A6O8PX3ZV4Y4WDBVYJP	3WI0P0161TRTLU5ZFQRIOCI79SRDO	
20	38S9LFVU6ZRZAZDMPY37QRO2Y10BMK	7/13/2023 15:40	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3W5PY7V3UP8A6O8PX3ZV4Y4WDBVYJP	3WI0P0161TRTLU5ZFQRIOCI79SRDO	
21	3GBJFDPORXZIVSCI37DZMUBGJ33PLE	7/13/2023 15:40	7/13/2023 20:48	AssignmentPayment		A2Q4E2UAPFZKBO	-0.5	3P4C70TRMRIGFNBP6IP2DDAKC4AGLB	3QEMNNSB2X0HB2AQQ1SLD7LJ6XY7D5	
22	3BGF5AMNO3J9Y5E6TVLKFYNLKVZL67	7/13/2023 15:40	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3P4C70TRMRIGFNBP6IP2DDAKC4AGLB	3QEMNNSB2X0HB2AQQ1SLD7LJ6XY7D5	
23	3PMI4KNOST9520W1UIIOYQX7LIXN1A	7/13/2023 15:41	7/13/2023 20:57	AssignmentPayment		A3NRIEMOJVX4A	-0.5	36MUZ9VAE63ZXR6N61QUXH3QFTEDC	3R6BYFZZP7D8O1UDZKR9V61SK3SXF0	
24	3Q3950UFFE69X7RSV8VOCESFTRKIM0	7/13/2023 15:41	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	36MUZ9VAE63ZXR6N61QUXH3QFTEDC	3R6BYFZZP7D8O1UDZKR9V61SK3SXF0	
25	32QOVGN6K6TYZ9MUIKC2J6IRU1RXU	7/13/2023 15:41	7/13/2023 19:40	AssignmentPayment		ADGDDNXMSOGBV	-0.5	35NNO802AVXXZEK58J5KBHRPWC2IN7	3NXNZ5R51AY58CX9ELNJR2TFCJ790	
26	3081BEUBAPQFFPCS79AOPHTFYHUNIS	7/13/2023 15:41	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	35NNO802AVXXZEK58J5KBHRPWC2IN7	3NXNZ5R51AY58CX9ELNJR2TFCJ790	
27	30U75MTPZHLAFOZDWAEH3YPZ9Y874	7/13/2023 15:43	7/13/2023 20:04	AssignmentPayment		AM2KK02JXW48	-0.5	35NNO802AVXXZEK58J5KBHRPWC2IN7	3BF51CHDVBK57F8RYQ2PDQUQBHM0P	
28	3C0ACLZJK3DX5ZMEU2KKNKHPW2Y53SX	7/13/2023 15:43	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	35NNO802AVXXZEK58J5KBHRPWC2IN7	3BF51CHDVBK57F8RYQ2PDQUQBHM0P	
29	35XZP4A7YU2LI5VJYD8IOF4C4L3XH3	7/13/2023 15:43	7/13/2023 17:35	AssignmentPayment		AO2XTI2IJIJEY	-0.5	35U0MRQMUJ87354H854G5VHO03VOW	3MX2NQ3YC9VGM41OT8E09UAFV9FX5I	
30	3O6T48FFY3I9Z3AF2B8BCGQY3JT21	7/13/2023 15:43	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	35U0MRQMUJ87354H854G5VHO03VOW	3MX2NQ3YC9VGM41OT8E09UAFV9FX5I	
31	3JMVAPOB7VMPQMIZ37OJIUTBKY2KOP	7/13/2023 15:43	7/13/2023 17:21	AssignmentPayment		A6KOTWP7N7RLU	-0.5	3AA88CN98P45H8E7F0Z75D49S0VYKO	3VPOC6EFGSX1BW2YKKMWQJ8HK06M63	
32	3C5W2B706SRGUW23GBRGMG9FEFLG97	7/13/2023 15:43	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3AA88CN98P45H8E7F0Z75D49S0VYKO	3VPOC6EFGSX1BW2YKKMWQJ8HK06M63	
33	39BIDXP4WEGH9BQ9M8D30SKRHD7XJ8	7/13/2023 15:43	7/13/2023 19:12	AssignmentPayment		A3TD4VJPN33IYWZ	-0.5	3V1V1U06FKDEHWZ5WIKY22PRMSIM7	3VHP9MDGRNKL3J80VMHTGJL5FCH	
34	3XNDF385AEJ2VIXJGUW4RDOIHT4X	7/13/2023 15:43	7/13/2023 19:17	FeePayment		Mechanical Turk	-0.1	3V1V1U06FKDEHWZ5WIKY22PRMSIM7	3VHP9MDGRNKL3J80VMHTGJL5FCH	
35	3DEN325EY8NEXJZLP6ZOKLR2UITY	7/13/2023 15:44	7/13/2023 19:10	AssignmentPayment		A122V6CITY3HZ1	-0.5	3C8QQOM6JP2UBEHWK6P5YPN0RH2IL5	3SKRO2GZ71SBEM1YT2XZGAPWNKWK1Z	



Upload Invoices and Data Participants

- Upload your invoices into FRANsys.
- Upload your excel files or data participant files into FRANsys.
- For questions on how to use FRANsys, please refer to the FRANsys training.



Concur Report

- You do not build your own reports in Concur.
- Please make sure you complete your [user profile settings](#) in Concur.
- Please make sure you have added the business office staff as delegates in Concur.
 - [How to Add Delegate for Concur](#)
- Your financial specialist will pull the uploaded information from FRANSys and build the report.
- You will be notified when it is ready to submit.
- Please review the report. Ask your financial specialist if you have any questions. Then submit the report for approval.



Reconciliations

- At the end of each month, reconciliations are due to Procard Audits.
- Researcher is responsible to provide this data to the Business Office to ensure timely processing.
- Financial Specialist will create the reconciliation and send to Procard Audits for approval.



Loading New Funds

- New funds will not be loaded to the procard until the reconciliation is complete and approved.
- This process can take up to two weeks.
- Researchers should be proactive in their management of the reconciliation process and anticipate when future data collection will be necessary.



Helpful Links

- [E-7-16: Procurement Cards](#)
- [E-9: Compensation to Research Subjects](#)
- [Procard Application](#)
- [Declining Balance Card Supplement Information](#)



Questions?

Any questions reach out to the business office.

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