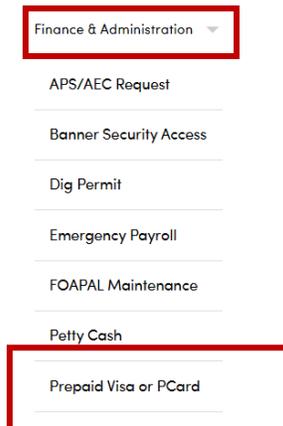


## How to request a Prepaid Visa Card(s)

1. Log into DocRoute, <https://jagasp2.southalabama.edu/docroute/Login>
2. Select **Prepaid Visa or PCard** under the **Finance and Administration** dropdown.



3. Click **Add New Request**.
4. Select **Prepaid Visas** under the Card Type dropdown and enter your **Contact Phone** number.
5. Search for the **Employee** that will pick up the prepaid visa cards.
6. Search for the appropriate approver under the **Department Approval** section.
7. Enter the requested card details in the **Amount/Number of Cards** field.
8. Enter the **Total Amount, Fund, Orgn, and IRB# (if applicable)**.
9. **Answer the question** about whether the cards are grant funded.
10. Complete the **Reason for Request** field.
11. Click **Submit**.

**Illustration on next page.**

# Prepaid Visa or PCard Request Entry

<b>Created By</b> Manuel Godwin	<b>Create Date</b> 8/7/2024 2:15:02 PM
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<b>Card Type *</b> Prepaid Visas	<b>Contact Phone *</b> In case of questions.
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Pickup Individual  
Individuals will have to pick these up from the University Credit Union

<b>Employee *</b> Enter a Jag Number or email address <input type="button" value="Search"/>		
<b>Jag Number</b>	<b>Name</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Title</b>	<b>Department Name</b>	<b>Department Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Department Approval

<b>Department Head/Chair/Dean/VP *</b> Enter a Jag Number or email address <input type="button" value="Search"/>		
<b>Jag Number</b>	<b>Full Name</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details

<b>Amount/Number of Cards *</b> Detail the number and value of cards that you need. e.g. 6x\$50, 2x\$100, 1x\$200	<b>Total Amount *</b> e.g. \$700	<b>FUND *</b> 6 digits	<b>ORGN *</b> 6 digits	<b>IRB Protocol #</b> if required
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**Is this request funded by a grant? \***  Yes  No

**Reason for Request \***