SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

Stored Value Card Program Application

This application enrolls the department in the university's Stored Value Card program through FIS Global which provides Visa debit cards to students for per diem (meal) allowances while participating in university programs. The information in this form is used to grant department users access to the FIS system through which they can order cards, submit load requests, and update student information. Please email the signed request to the Shared Services Center at PS.specialprograms@umich.edu with the Subject Line of "SVC Program".

Department: _____ Shortcode ($1.25/card):_____

Team/Group/Program Name: _____

Business Purpose: _____

Approximate # of Cards Needed: _____   Type of Travel: Domestic   International

Department Access Role Permissions (see page 2 for role descriptions)

Employee Name	Uniqname	Card Ordering	Card Loading	Card Maintenance	View-Only
_____	_____			☐	☐
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				

By signing this form:
- I authorize the above individuals to be granted the indicated access role(s)
- I understand it is my responsibility to ensure proper internal controls and separation of duties within my unit for the management and distribution of Stored Value Cards.

_____ _____ _____ _____
Department Manager Signature   Printed Name   Title   Date

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Description of User Roles

Employees may be given multiple roles.

Role	Description
Card Ordering	Can order cards for program participants. It is recommended that at least 2 users in the department have this role. Either the Card Maintenance or View-Only role must also be granted to have this role.
Card Loading	Can submit load request files to load per diem funds on participant cards. It is recommended that at least 2 users in the department have this role. Either the Card Maintenance or View-Only role must also be granted to have this role. Note that load request files route to Procurement Services for approval before cards are loaded.
Card Maintenance	Can edit the participants' personal information, such as name, address, and student ID#, and can view the current card balances. It is recommended that at least 2 users in the department have this role.
View-Only	Can view the student's personal information, such as name, address, and student ID#, as well as the current card balances. Can not make any data changes.