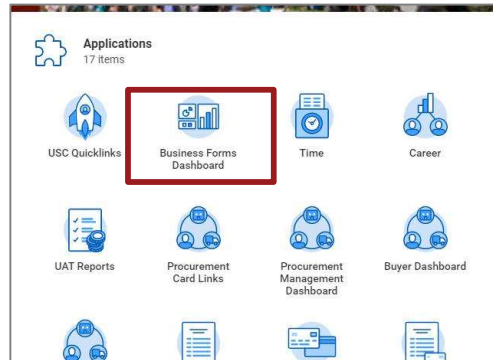


## Prepaid Recurring ClinCard

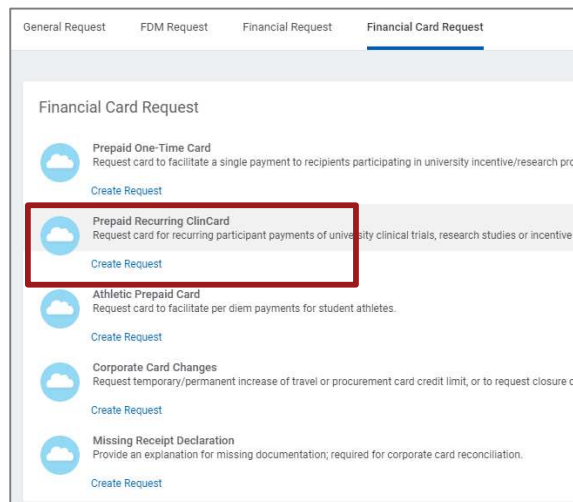
**Roles:** Initiated by Requisitioner or Payment Voucher Initiator-> USC Department Card Approver Financials, if request from KSOM or Viterbi -> Cost Center Manager (level 5) associated with Expense PPGG -> Corporate Card Services

From the Workday **Home** screen:

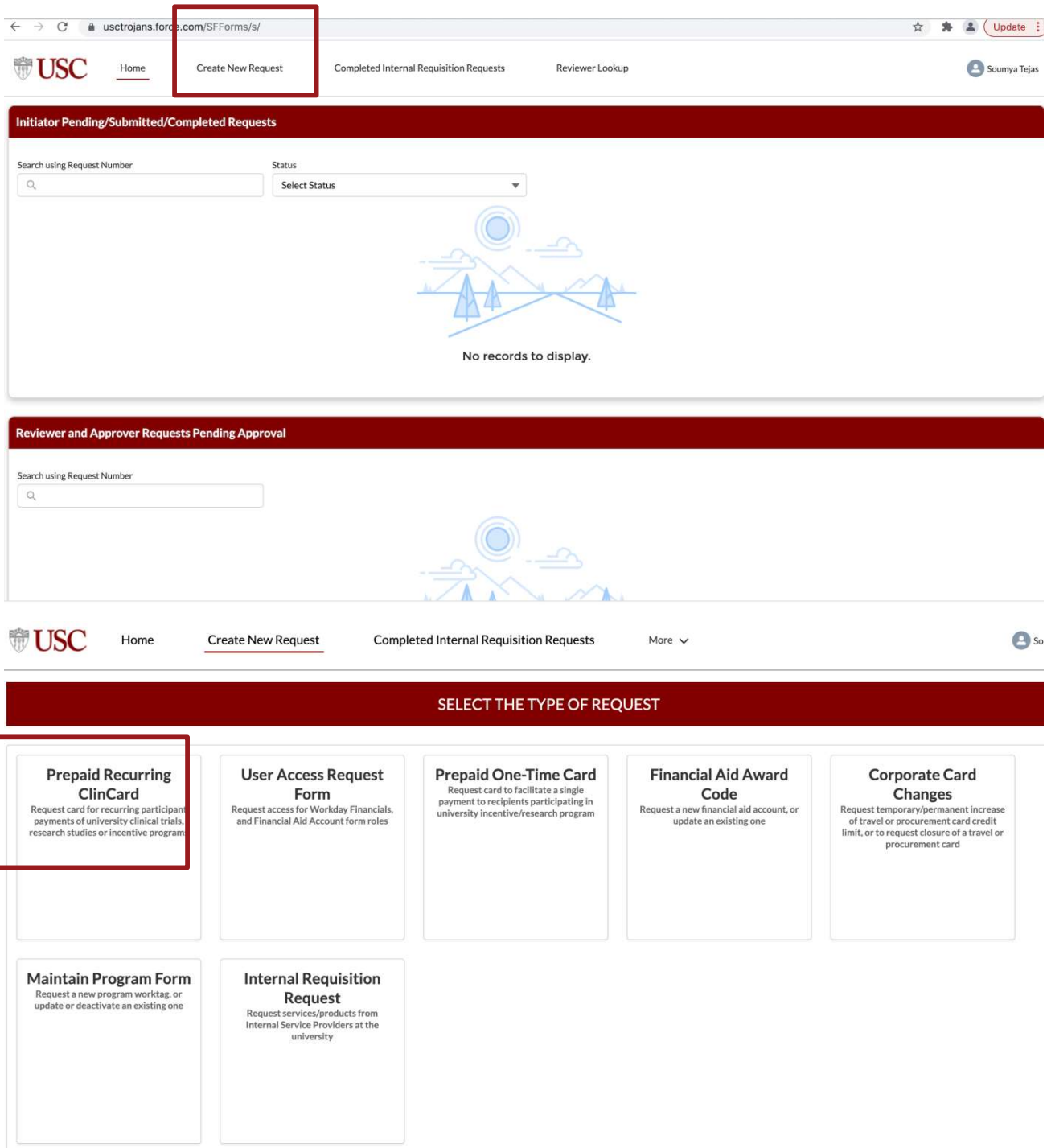
1. Click the **Business Forms Dashboard** worklet.



2. Click the **Financial Card Request** tab, find **Prepaid Recurring ClinCard** then click the **Create Request** link.



3. On the next page, click on '**Create New Request**' at the top of the page, then click '**Prepaid Recurring ClinCard**'.



uscrojans.ford.com/SFForms/s/

USC Home **Create New Request** Completed Internal Requisition Requests Reviewer Lookup Soumya Tejas

**Initiator Pending/Submitted/Completed Requests**

Search using Request Number  Status **Select Status**

No records to display.

**Reviewer and Approver Requests Pending Approval**

Search using Request Number

USC Home **Create New Request** Completed Internal Requisition Requests More So

**SELECT THE TYPE OF REQUEST**

- Prepaid Recurring ClinCard**  
Request card for recurring participant payments of university clinical trials, research studies or incentive program
- User Access Request Form**  
Request access for Workday Financials, and Financial Aid Account form roles
- Prepaid One-Time Card**  
Request card to facilitate a single payment to recipients participating in university incentive/research program
- Financial Aid Award Code**  
Request a new financial aid account, or update an existing one
- Corporate Card Changes**  
Request temporary/permanent increase of travel or procurement card credit limit, or to request closure of a travel or procurement card
- Maintain Program Form**  
Request a new program worktag, or update or deactivate an existing one
- Internal Requisition Request**  
Request services/products from Internal Service Providers at the university

4. Follow the instructions on the screen to enter the required information for this request.

**PREPAID RECURRING CLIN-CARD REQUEST**  
 REQ ID: | Status:

Please use chat box for any questions or information.

**Initiator Information**

*USC ID 05288028991	Employee ID 02038046
First Name FNU	Last Name Soumya Tejas_testuser
Email Address tejas@usc.edu	Phone Number +1 (213) 740-8354
Employee Status Active	* Supervisory Cost Center Intercollegiate Athletics (Level 05)

Confirm

**Request Information**

* Request Type Select Request Type	
* Description	Explanation

**Contact Information**

**Site Coordinator I Contact**  
 Same as Initiator

*USCID	*USC Mail Code
First Name	Middle Name
Last Name	Email
Phone	

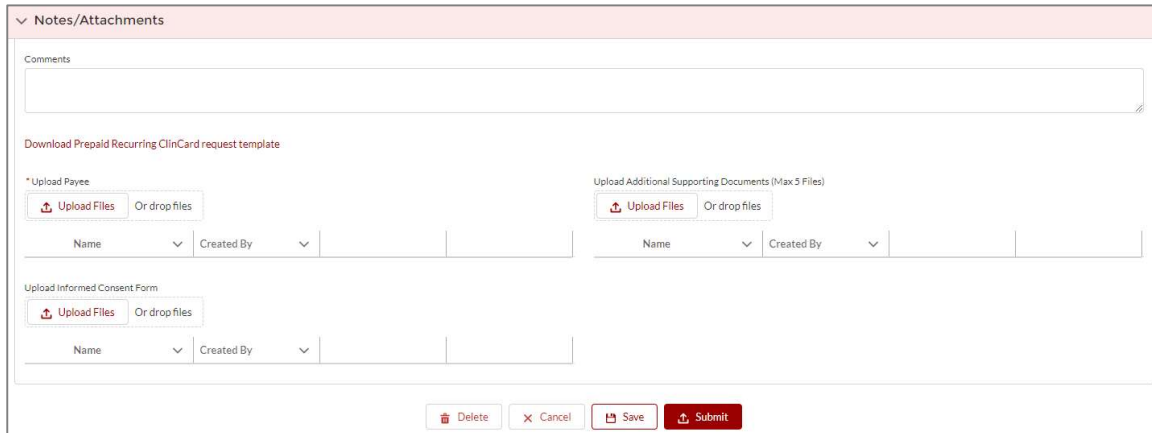
**Site coordinator II Contact**  
 Same as Initiator

USCID	USC Mail Code
First Name	Middle Name
Last Name	Email
Phone	

**Program Information**

<p>* PPGG Type  <input type="text" value="Select PPGG Type"/></p> <p>PPGG Name  <input type="text"/></p> <p>Cost Center Hierarchy Name  <input type="text"/></p> <p>Cost Center Name  <input type="text"/></p> <p>* Spend Category Code  <input type="text" value="Search Spend Category"/></p> <p>* Program Name  <input type="text"/></p> <p>* Program Start Date  <input type="text"/></p> <p>* Card Distribution Start Date  <input type="text"/></p> <p>* Participant Recruitment Explanation  <input type="text"/></p> <p>* Incentive Payment Obligations  <input type="text"/></p>	<p>* PPGG ID  <input type="text"/></p> <p>PPGG Status  <input type="text"/></p> <p>* Cost Center Code  <input type="text"/></p> <p>Spend Category Name  <input type="text"/></p> <p>Internal Review Board (IRB) Number  <input type="text" value="HS-11-11111"/></p> <p>Program End Date  <input type="text"/></p> <p>* Card Distribution End Date  <input type="text"/></p> <p>* Eligibility Requirement Description  <input type="text"/></p> <p>* Total Requested Cards  <input type="text"/></p>
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5. Click **Submit** to send the request for approval.



Below is the description for each Status value for the Prepaid Recurring ClinCard request.

Status Value	Status Description
Draft	The request has not been submitted by initiator for approval yet
Awaiting Action	The request is pending review by Department Card Approver - only when using a cost center owned by Keck School of Medicine, Viterbi School of Engineering, or ISI
Awaiting Action 2	The request is pending review by Cost Center Manager - level 5
Awaiting Action 3	The request is pending review by Corporate Card Services
Approved - In Process	The request has been approved by Corporate Card Services, and they are working on delivering the requested cards OR making requested updates in the system
Complete	The request has been completed by the Corporate Card Services
Returned	The request has been returned to initiator by one of the reviewers - initiator is expected to make some changes before re-submitting. Comments from reviewer should have details.
Denied	The request has been denied by one of the reviewers