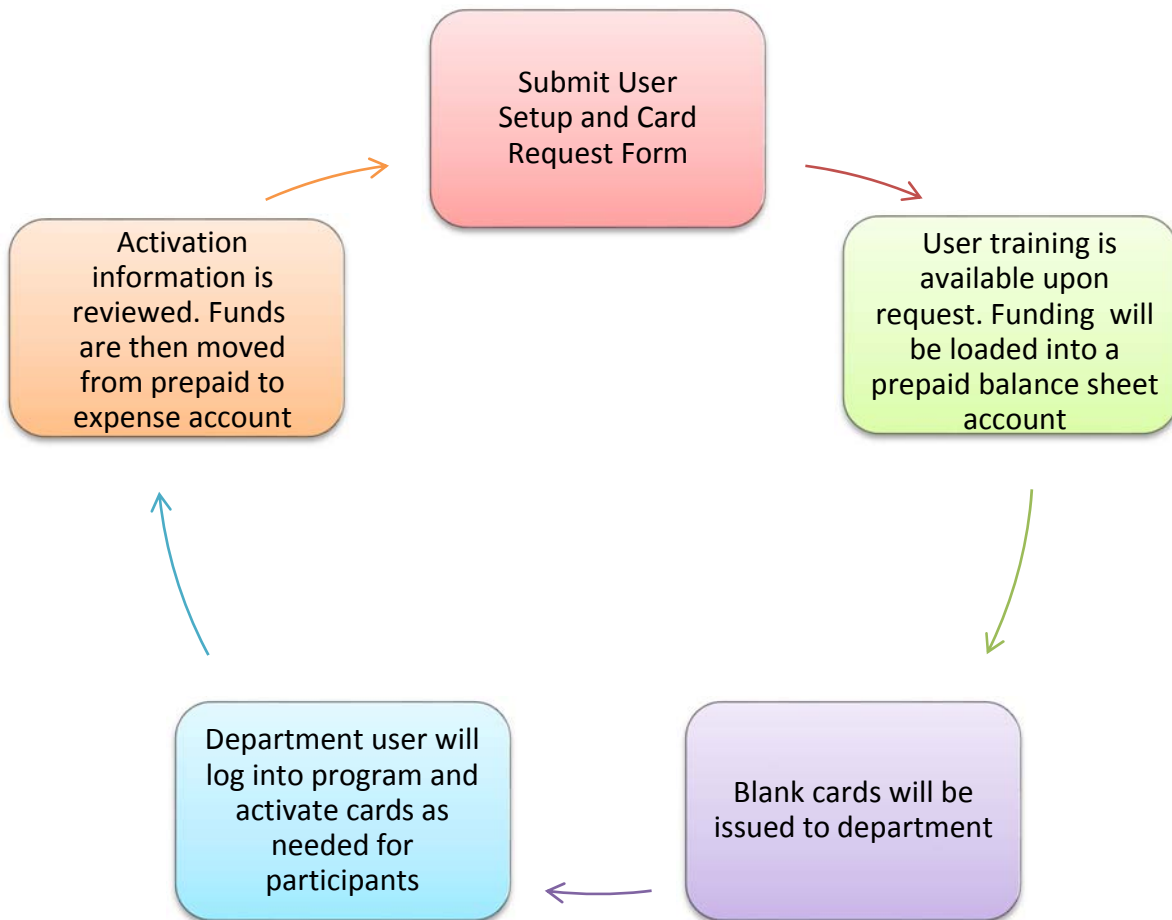# Texas Tech University Health Sciences Center El Paso
Swift Card Program

The Swift Card is a Visa reward card that can be used as a debit or credit transaction to pay participants in patient studies and surveys.   Payment Services is the administrator of this card program.

The cards have no value until they are activated. Once activated, the participant can immediately use their card wherever Visa is accepted.

Department users will be able to sign into the system and activate cards. All you need is an internet connection. The activation process is simple.

Submit User Setup and Card Request Form

User training is available upon request. Funding will be loaded into a prepaid balance sheet account

Blank cards will be issued to department

Department user will log into program and activate cards as needed for participants

Activation information is reviewed. Funds are then moved from prepaid to expense account

Getting Started – Complete and submit the *User Setup and Card Request* form*.*

Swift Card Program (OMS) User Setup Information

Department User Employee ID: **R**_____   Employee Name _____

Department Code and Name: _____

Department User Phone Number: _____

Department User Email: _____

IRB #_____   Study Name/Project#_____
(This field is only required if an IRB # doesn't exist.)

The User Setup section shown above should be completed for the employee who will be activating the cards.

For the "IRB#" and "Study Name/Project#" fields shown above, only one should be populated. All studies involving human subjects have an IRB#. If you have an IRB#, the "Study Name/Project#" field should be left blank. If your study doesn't require an IRB#, then please enter a Study Name/Project #.

Card Request Information (Maximum time period per request is three months.)

		Amount	Number of Cards	Total
Number of Participants Expected:	Total $ Amount:			
Begin Date (MM/DD/YYYY):	End Date (MM/DD/YYYY):			

The date range in the Card Request Information section shown above will be used to determine when you anticipate distributing cards for this order. Cards will be delivered with an expiration date. To ensure that your participants have sufficient time to use the cards, we recommend that you only order enough cards to be distributed within a month or two. Please enter the date you plan to begin activating cards in the "Begin Date" field. The "End Date" field should contain the date you estimate that all cards for this order will be disbursed.

Approvals

Department User Name (Print): _____   Signature/Approval: _____
                                                                                    Date

PI Name and R # (Print): _____   Signature/Approval: _____
                                                                                    Date

Fund Manager Name (Print): _____   Signature/Approval: _____
                                                                                    Date

By signing above, I confirm I have read OP 72.19 and I agree to keep the cards stored in a secure/locked location with limited access. I am responsible for validating the information of the participant for each card issued.

The fund manager must be the fund manager listed in Banner/TEAM Application for the "FOP to Charge for Cards Disbursed" shown below in the Fund Information section.

Fund Information

	FUND	ORGN	PROG
FOP to Charge for Cards Disbursed:			
Backup FOP (local funds only):			

Note: If cards expire without being disbursed, the $1.75 fee/per card will be charged to the backup FOP.

The Fund Information must be completed and funds must be available on both FOPs before the order is processed.

Once we receive your completed card request form via email, we will contact you to schedule training if needed and advise you when your cards will be ready for pickup/delivery. Your user ID and password will be issued once training is completed. At that time, you will have access to the Swift Card OMSi program to begin activating the cards.

Please see the Swift Card Program User Guide for additional information regarding activating cards and creating reports in OMSi.