

Completing the Transfer Between Bank Account for WVU Funded Prepaid Card Activity

A WVU Research Corp funding string must be used for prepaid card activity. If you then need to move that expense to a WVU funding string (GL or Grant), the following steps need to be taken. The recommendation is to complete this monthly; however, it can be completed on a quarterly or semiannual basis if needed.

1. Complete the Prepaid Card Transaction Log for the month and have the Grant Approver sign for approval (see the Prepaid Card Guidelines for specific requirements).
2. Calculate the total of the dollar amount of transactions that need to be transferred onto your award.
3. Start the Transfer Between Bank Account form in Mountaineer Marketplace. For the example below, we are assuming you are submitting the transfer for the activity for March 2024.
 - a. Supplier: WVU Research Corp
 - b. Remit to Address: Leave as defaulted (“CV10001”)
 - c. Product Description: Reimbursing WVU Research Corp for the state funded portion of prepaid card activity for 3/1/24 – 3/31/24
 - d. Invoice Date: Today’s date
 - e. Goods Received date: the last date of the time period you are covering (3/31/24)
 - f. Service Begin Date: the first date of the time period you are covering (3/1/24)
 - g. Service End Date: the last date of the time period you are covering (3/31/24)
 - h. Reason for Transfer: Transferring funds
 - i. Amount: the total amount of the transactions you need to transfer
 - j. Contract: click “select contract” and then choose the U90WVURCAFILL
4. Add to your cart. Once in your cart, attach the following:
 - a. Your approved/signed Prepaid Card Transaction Log
 - b. Your Miscellaneous Receipt – this will credit the RC funding string that was originally charged in US Bank.