

State of Kansas Paycard Program Skylight Card Reorder Process for Agencies

Agency runs out of card packs.



They then email Beth (enelson@skylight.net) with the approximate number needed.



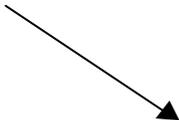
Beth calls/emails one of the larger agencies to see if they have extra card packs on hand (>one month's supply). If no extras, Skylight will mail extra card packs to the agency.



Skylight will then decide which agency with extra will be responsible for delivering card packs to agency that is out of packs.



Agency with extra will note on card issuance log the card number and the agency that will receive those specific cards. List each card separately.



Example:

Card Number	Date Issued	Issued To	Issued By	Detail
5027159900000000	9/16/2003	Agency A	Agency B	Transferred



The agency with extras will then deliver the specified number of packs to the agency that is in need. Each agency needs to email/call Beth notifying that they have sent or received the card packs.



Once the agency in need receives the card packs, they will also need to fill out the card issuance log as listed below: (List each card separately)

Card Number	Date Issued	Issued To	Issued By	Detail
5027159900000000	9/16/2003	employee's name	Joan Clark	Cardpacks rec'd from Agency B

Each agency is responsible for faxing the card issuance log to Skylight, Attention: Corporate Account Support, on the 1st & 15th of each month. Fax number: (404) 720-2003