



Credit Card Payment and Purchase Request Form

Please Note: Vendor Credit Card Payments and Purchases Are Final Sale & Non-Refundable.

Participant Name	Participant Acumen ID #
Employer Name (if different than Participant)	
Employer Email:	

Please check if you are requesting:

☐ Vendor Credit Card Payment ☐ **Purchase** Actual purchase price may vary. Actual purchase price is attached.

Business or Vendor Website:	
Vendor Name	Vendor Telephone Number
Vendor Address	Vendor City/State/Zip

Please note that all Vendors must submit a business license should the SDP program require it and as required by the local jurisdiction where the business operates.

If purchase ship to: Name: Address:			
Payment Date	Service Code	Description (purchases must include Item#, number of items, screenshot of item, color, and size)	Total Amount/ Original Quote
Total Payment Amount (must include tax and shipping) (For online purchases, actual purchase price may vary. Acumen will attach actual price when purchase is complete.)			

FOR LYFT/UBER USERS ONLY

Invoice/Service Date	Service Code	Description	Amount
Total Rideshare Amount Requested			

Usage Type: ☐ Monthly ☐ One-Time Select One: ☐ Lyft ☐ Uber

****REQUIRED:** Phone Number Lyft/Uber account that will be using funds: _____

By signing this form, I attest that services and/or purchases requested are consistent with the Individual Service Plan and Spending Plan and I have approved this payment request in accordance with the Program regulations. I understand that payment and satisfaction of this claim may be from Federal and State funds, and that I may be prosecuted under applicable Federal or State laws for any false claims, statements or documents or concealment of a material fact. Any misuse of funds may result in being fined or penalized, including but not limited to my repayment of claim.

By accepting and using rideshare funds provided by Acumen Fiscal Agent, I acknowledge and understand that Acumen can view ride information for trips paid with Program funds, such as dates, times, locations, and costs. Acumen uses this information to administer the Program and verify appropriate use of funds. Uber and Lyft's Terms of Service and Privacy Notice also apply.

Email form to: vendor-ca@acumen2.net Include a direct link of the item as well as a screenshot of item as it appears on the website.

Employer/Authorized Rep. Signature

Date

Credit Card Payment and Purchase Instructions

Instructions for Employers to complete and submit the Credit Card Payment and Purchase Request Form

The Employer or Authorized Representative must complete and sign the Credit Card Payment and Purchase Request Form. Purchase requests follow the same schedule as vendor payments and are processed according to the date entered on the form. If items are needed sooner, please contact your dedicated Acumen Agent to make this request. Because we use a company credit card for payments and purchases, we cannot allow a third-party business to store the card information. Therefore, Acumen cannot process payments that require a credit card to remain on file.

1) Online Vendor

The Employer may submit a Credit Card Payment and Purchase Request Form to Acumen only for services listed and approved on the participant's certified Spending Plan. Vendors must submit a business license when required by the SDP program or by the local jurisdiction where the business operates. Acumen will make the non-refundable payment to the online vendor on the Employer's behalf.

2) Credit Card Purchase Requests

The employer can submit the Credit Card Payment and Purchase Request Form, only for items listed and approved on the participant's certified Spending Plan. Please also provide screenshots and/or Wish List (example: Amazon, Walmart) of the items to be purchased on behalf of the participant. To help avoid processing delays, include an alternative option when available. Please note, all purchases are final sale.

- 1) For items Acumen will purchase on the participant's behalf,** the Employer must create a Wish List (example: Amazon, Walmart) and/or submit screenshots of the items to be purchased along with the form. The Total Payment Amount must include shipping and tax where applicable. The Employer then signs and submits the form to Acumen Fiscal Agent.

- A) Price changes/differences.** As long as the price of the item & shipping does not exceed the amount approved and shown on the Spending Plan, Acumen will make the purchase, even if the price of the item changes from the time of submittal to the time of Acumen making the purchase.