

.02 EBT QUEST Card - Inventory - EBT Card Issuance Log (FAA-1007A)

QUEST card PANs are pre-printed on the Card Issuance Log (FAA-1007A).

NOTE The FAA-1007A logs are accessed by authorized designated staff. Contact the EBT Unit when assistance is required to access the FAA-1007A. (See [EBT Help Desk Phone Number](#))

Designated staff create the daily working supply of QUEST Cards as follows:

- Remove up to 15 cards from the bulk supply. This group of cards becomes the working supply. Do not add additional QUEST cards to the working supply until there are five or fewer cards remaining.
- Pull the corresponding FAA-1007A logs with the pre-printed numbers that correspond to the working supply. Always maintain a supply of QUEST cards that match the FAA-1007A logs.

NOTE ALL unused QUEST cards must be returned to the supply in numerical order at the end of every work day.

- Verify the PAN printed on the FAA-1007A with the number on the card, as each QUEST card is issued.

NOTE Each QUEST Card has a 16-digit PAN embossed on the front. The first 15 numbers of the PAN run sequentially. The 16th number of the PAN is called the Control Digit. The Control Digit is established as a fraud deterrent. This number does not run sequentially.

- Document the following on the FAA-1007A:
 - AZTECS case number
 - Date of issuance
 - Initial (I) or Replacement (R)
 - Positive ID checked

WARNING

Do not use any of the following on the FAA-1007A:

- Correction Fluid
- Correction Tape
- Ditto Marks (")
- Erasures
- Initials
- Pencil
- Rubber Stamps

To make corrections to the FAA-1007A, complete the following:

- Draw a line through the error. Document the corrected information directly above the error. Designated staff **MUST** sign the FAA-1007A for all corrections.
- BOTH the card issuer and the payee must sign the FAA-1007A. The payee also signs the back of the card.
- The FAA-1007A is an accountability document and must be retained for three years from the month of origin. When more than one working supply is in use, each supply must be supported by an FAA-1007A.