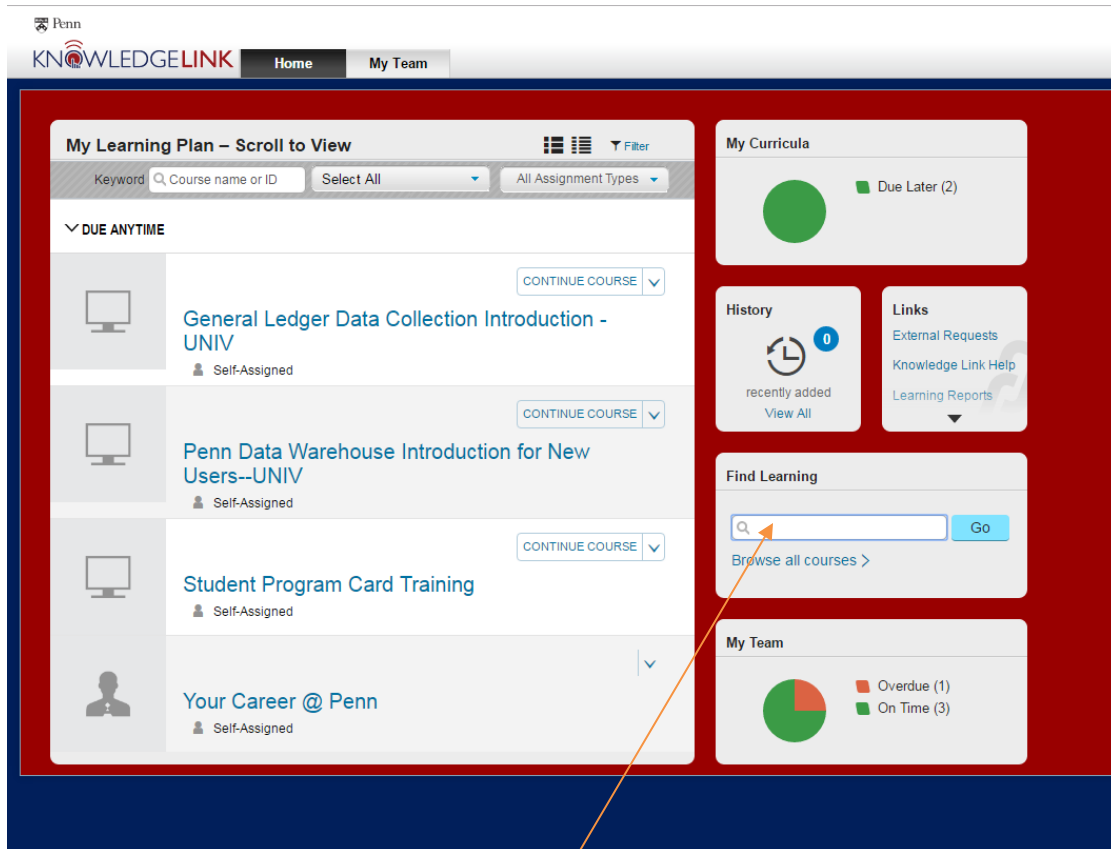


University of Pennsylvania

Student Program Card Application Process

1. Successfully complete the required Student Program Card training at <http://knowledgelink.upenn.edu>. Search for training name “**Student Program Card Training**.” Be sure that you take the “Student Program Card Training” and NOT the “Purchasing Card Knowledge Training”, the latter course will not count.



Enter “Student Program Card Training” here

2. Send the info sheet on page 3 of this document and a screen shot showing your successful completion of the training to your Financial Coordinator.
YOU MUST SEND BOTH OF THESE ITEMS BEFORE YOU PROCEED TO STEP 3 (next page).

3. Once your FC has confirmed receipt, please fill out the Pcard application at the link below.

<https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apply0c05b286-8df0-4615-b8e2-7425207b874c>

Notes for completing the application:

- For “PaymentNet User ID” – enter your PennKey. If your PennKey is less than six letters add on letters to make it at least six.
- For “Cardholder Address”, enter the OSA address: **3417 Spruce Street, 200 Houston Hall, Philadelphia, PA 19104.**
- “Home Address” is your permanent address.
- On the Administrative Information Screen – in the Approval Section where they ask for “Business Administrator” please enter Angela Reason

You will be notified by email when we have your card is available. (If it has been longer than ten business days, contact Angela Reason (areason@upenn.edu))

Student Program Card Information Sheet

Your Name _____

Personal Penn email _____

Penn ID# _____

Group _____

Position within organization _____

Term of office expires _____

Graduation date _____

***** FSC ONLY*****

Budget Code: _____