



## University of Pennsylvania Purchasing Card

### Instructions for Purchasing Card Applications

1. Please complete the Cardholder Application, Purchasing Card Agreement, and Manager/Approver information. If there are no changes to your Manager/Approver, leave all boxes unchecked.
2. The Departmental Business Administrator and Senior Financial Officer (or designee) at your School/Center must approve your application.
3. Return the form to the following address:

Purchasing Card Administrator  
3401 Walnut Street – Suite 421A

**Your card will be available within 7 - 10 days from the date the completed application is received by the Purchasing Card Administrator**

4. Register for training at <http://knowledgelink.upenn.edu>  
Note: There is no "www" in the web address; you will need your Penn username and password
5. In order to receive your Purchasing Card you must successfully complete training with a test score of 100%.
6. If you have any questions please feel free to call the Purchasing Card Administrator at 215-898-3606 or email at [pcardsup@exchange.upenn.edu](mailto:pcardsup@exchange.upenn.edu)
7. The Purchasing Card Administrator will notify you by email when your card has arrived. You or your Departmental Business Administrator may retrieve your new card from the Purchasing Card Administrator at 3401 Walnut Street, Suite 421A. Please bring your valid Penn ID. You will be required to sign and date a receipt log.

# University of Pennsylvania

## Purchasing Card Application for Cardholder

 **New**
 **Change**
 **Delete**

Company	<b>University of Pennsylvania</b>	Application Date	
Last Name		First Name	
School/Center			Org (XXXX)
Campus Street Address			
Building or Dept Name			
City, State, Zip			
Penn Key Name			
Penn ID			
Email			10-digit Phone #
SSN #	000-00- __ __ __ __	Date of Birth mm/dd/yyyy	
Mother's Maiden Name			
	<u>CNAC</u>	<u>ORG</u>	<u>BC</u>
	<u>FUND</u>	<u>OBJ</u>	<u>PROG</u>
	<u>CREF</u>		
Default Chart of Account			

<b>Monthly Spending Limit \$</b> (default \$4999)	
<b>Monthly Transaction Limit</b> (default 800)	
<b>Daily Amount Limit \$</b>	
<b>Daily Transaction Limit</b> (default 24)	
<b>Single Amount Limit \$</b> (default \$1000)	

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Business Admin Signature \_\_\_\_\_ Date \_\_\_\_\_

Senior Financial Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

# University of Pennsylvania

## Purchasing Card Agreement

The University of Pennsylvania is pleased to present you with a Purchasing Card. This credit card represents the University's trust in you as a responsible party who will safeguard and protect Penn's assets.

As a cardholder, you agree to accept responsibility for the protection and proper use of this credit card as outlined in this agreement and detailed on the Purchasing Web Site. The location of the web site is <http://www.purchasing.upenn.edu/buytools/card.php>

I understand and or agree to the following conditions:

1. The University of Pennsylvania is liable to J. P. Morgan Chase MasterCard for all charges made by me.
2. The University **WILL** audit the use of the Purchasing Card.
3. I cannot use the Purchasing Card for the purchase of **“restricted commodities” or purchasing from “Penn Marketplace Suppliers.”**
4. I understand that commodities, where Master agreements are in place must be made from the University's contract suppliers.
5. I understand that improper use of this Purchasing Card may result in disciplinary action, up to and including **TERMINATION OF EMPLOYMENT.**
6. Should I fail to use this Purchasing Card properly, I authorize the University to deduct from any other amounts payable to me, an amount equal to the total of the improper purchases.
7. I also agree to allow the University of Pennsylvania to collect any amounts owed by me even if the University of Pennsylvania no longer employs me.
8. If the University of Pennsylvania initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University of Pennsylvania in such proceedings.
9. I understand that the University of Pennsylvania may terminate my right to use this Purchasing Card at any time for any reason.
10. I agree to return the Purchasing Card to the University of Pennsylvania immediately upon request or upon termination of employment.
11. I also agree to maintain all receipts for any purchases made on the Purchasing Card.

### CARDHOLDER RESPONSIBILITY INCLUDES BUT IS NOT LIMITED TO:

- Adhering to Purchasing Card Policies & Procedures (2303)
- Retaining receipts of purchases for supporting documentation
- Resolving purchasing transaction disputes with supplier
- Documenting business purpose of purchase

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

# University of Pennsylvania

## Purchasing Card

### Purchasing Card Manager/Approver Information

#### TRANSACTION APPROVER

**TRANSACTION APPROVER: IS AN EMPLOYEE OF THE UNIVERSITY OF PENNSYLVANIA WHO HAS BEEN GIVEN THE RESPONSIBILITY OF APPROVING TRANSACTIONS AND ORDERS. THIS ROLE WAS PREVIOUSLY AKIN TO THE REVIEWER ROLE. The Transaction Approver can view and make “notes” as to business use for transactions within their hierarchy scope and run reports within the PaymentNet application.**

New

Change

Delete

Print Name		Date	
Penn Key Name		Penn ID	
Email Address			
Parent Org Responsibility		Org Responsibility	

#### PURCHASING CARD MANAGER

**PURCHASING CARD MANAGER: IS AN EMPLOYEE OF THE UNIVERSITY OF PENNSYLVANIA WHO HAS BEEN GIVEN THE RESPONSIBILITY OF MAINTAINING SUPERVISORY AND OPERATIONAL OVERSIGHT OF THE PURCHASING CARD PROGRAM WITHIN YOUR AREA OF RESPONSIBILITY. The Purchasing Card Manager can view all PaymentNet settings, transactions, users, accounts within their hierarchy and scope and run reports within the PaymentNet application.**

New

Change

Delete

Print Name		Date	
Penn Key Name		Penn ID	
Email Address			
Parent Org Responsibility			