

# FINANCIAL SERVICE CENTER FAQ

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OFFICE OF STUDENT AFFAIRS | 200 HOUSTON HALL, 215-898-6533

## Before you begin

- Every SAC-recognized group has an assigned Financial Coordinator (FC). Check the list in the OSA if you do not know who your group's FC is and take their business card so you know how to reach them.
  - See the Financial Guidelines handbook on the OSA website for more details on these and other processes.
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## HOW TO ...

### Pay another department at Penn / Receive payment from another department at Penn

Email your FC with all the details (who is being paid/sending the payment, how much, what is this transaction for, etc.) and a contact in the other department. Refer any requests for your group's budget code to your FC.

### Buy something

- Use a University credit card – students may use the Student Program Card to make approved purchases (ask your FC how to apply) or visit the OSA to use a staff member's Purchasing Card. Student Program Cards will be revoked for improper use, review the requirements and restrictions carefully.
- Send the vendor a check – complete the FSC's Payment Request Form and send it to your FC as soon as possible.

### Pay a person

Complete the FSC's Payment Request Form and send it to your FC as soon as possible so that they can provide directions on how to proceed. A contract may also be required.

### Get reimbursed

Email your FC first and provide your PennCard number to have them check your status in the system. You will need to have a direct deposit account on file with the University in order to receive the payment. Penn's Travel website has manuals and videos to help you submit your reimbursement or you can call the University's Concur help line (215-746-HELP) for specific instructions.

### Make a deposit

Bring checks or cash to your FC face-up and in ascending order. Checks must be dated within the past 6 months and made out to "Trustees of the University of Pennsylvania." Please include your group's name on the memo line of the check, but do not endorse checks. You and your FC will count the deposit together before a receipt is issued, so plan accordingly if it is a large sum.