

P-Card Orientation Instructions

Hello! You're here because I (Bill Kephart) have notified you that you must take the P-Card Orientation and Quiz! And if you're a returning grad, you're mad at me. But if you already know all this stuff, the quiz will be easy. Everything you need for the orientation and the year is located on this ***P-Card Resources*** page.

NOTE: If you are an Undergrad Buying Assistant in the Costuming Dept or a grad working with one, this will get you started on P-Card Orientation portion of your training, but you'll want to refer to the "Required for Anyone Working With/As An Undergrad Buying Assistant (see supervisor)" module for remaining portion of your training.

TRAINING

As a reminder, the following training/certification will be required during the year:

Training/Certification	Who Takes It	When	What is it?
On Canvas: P-Card Orientation & Quiz	ALL grads who have or are getting a P-Card, as well as ALL UBAs .	NOW	Krannert-required internal training. Explains Krannert-specific procedures as well as the practical use of the card not covered in the university's training.
On AbilityLMS: P-Card Certification	NEW cardholders BEFORE they get their cards. NOT required for RETURNING P-Card Grads or UBAs.	Upon Notification (any day now)	University-Required Training/Certification. Explains the university P-Card policies and the roles and responsibilities of P-Card users.
On AbilityLMS: P-Card Re-Certification	EVERYONE at the university who has a P-Card, including NEW P-Cardholders who just took the training a couple months earlier. NOT required for UBAs.	Upon Notification (sometime in Dec)	University-Required Training/Certification. Same course as above. Primarily intended as a yearly review for everyone at the university.
On Canvas: Undergrad Buying Assistant Policy & Quiz	Only UBAs take the quiz, P-Cardholders do not.	NOW	Krannert-required internal training. Explains Krannert-specific procedures and defined roles specific to UBAs and their supervising grad.

ORIENTATION DOCUMENTS & QUIZ

Start by reading the following documents:

- **P-Card Details**
- **Receipt Form – REVISED for this year, and easier to download.**

The P-Card Quiz is open-book. Most of the answers will be found in the ***P-Card Details*** document, though that document may refer you to other docs on the P-Card Resources page for more details. The Quiz may also refer you to specific docs depending on the question. You'll note the ***P-Card Details*** doc has a navigational menu at the top that should allow you to easily search for answers. Also important is the ***Receipt Form***, which includes 2 additional pages:

- **Instructions**
- **Cheat Sheet**

The Instructions detail how to submit receipts, and the ***Cheat Sheet*** is an abbreviated reminder of what you'll find in the ***P-Card Details***. In addition to serving as a quick reminder of the basics throughout the year, **the *Cheat Sheet* alone can answer several quiz questions without the need to navigate through the *P-Card Details* doc.**

DOCUMENTS TO SIGN

Independent of the P-Card Orientation and Quiz I will be EMAILING you links to various documents for completion and signing, but we'll get this orientation out of the way first as the paperless doc signing is bit more complicated. Just watch for any emails with "**PCARD:**" in the subject line. Undergrad Buying Assistants will not need to sign anything.

Alright - Good Luck!