

**Presidential Management Fellows (PMF) Program  
Credit/Purchase Card Payment Form**



**U.S. Office of Personnel Management**  
Center for Leadership Development, Human Resources Solutions  
1900 E Street, NW, Washington, DC 20415 | Fax: 478-757-3057 | Email: [pmffee@opm.gov](mailto:pmffee@opm.gov)

**INSTRUCTIONS:** Complete this form and either fax it (to the number listed above) or email it to the PMF Program Office’s financial staff (to the email address listed above) to process. This payment form is for a Federal agency to submit the one-time placement fee for an initial appointment of a Presidential Management Fellow (PMF/Fellow).  
**NOTE:** Please submit this form for EACH occurrence. The PMF Program Office will process, provide a receipt to the cardholder, and update the Fellow’s financial status in the PMF TMS (Talent Management System). Any questions can be directed to the Agency PMF Coordinator representing the agency; see the current List of Coordinators at <https://apply.pmf.gov/coordinators.aspx>. Any questions can be sent via email to [pmffee@opm.gov](mailto:pmffee@opm.gov). Thank you!

**AGENCY AND FELLOW INFORMATION:**

<b>Agency/Sub-Agency Name</b> (please spell out):	
<b>Fellow’s Name</b> (first and last name):	

**CARDHOLDER INFORMATION:**

<b>Name</b> (first and last):		<b>Business Phone Number</b> (###-###-####):	
<b>BILLING ADDRESS:</b>			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP Code:</b>
<b>Email Address:</b>			
<b>Alternative Email Address</b> (if applicable):			
<b>Comments</b> (if any):			

**PAYMENT INFORMATION:** The one-time placement fee for Fellows from the Class of 2022> is \$8,000 each and for Class Years 2011-2021 is \$7,000 each. Contact your financial office for any questions pertaining to the TAS and ALC below.

<b>Credit Card Number</b> (please include dashes):									
<b>Expiration</b> (mm/yyyy):		<b>CVV Code</b> (code behind card):		<b>Agency Location Code (ALC):</b>					
<b>Agency Treasury Account Symbol (TAS):</b>	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	

*** PMF PROGRAM OFFICE USE ONLY ***					
<b>Received:</b>		<b>Processed:</b>		<b>Receipt:</b>	
<b>Accounting:</b>				<b>PMF TMS:</b>	