FINANCIAL GUIDELINES

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

CONTENTS

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SECTION 1: OVERVIEW

Financial Services Center

The Office of Student Affairs (OSA) Financial Services Center (FSC) administers the budgets of all student groups under the Undergraduate Assembly (UA), the Social Programming and Events Committee (SPEC), the Graduate and Professional Student Assembly (GAPSA), and the Student Activities Council (SAC) with the exception of the following groups: the Sports Club Council and groups affiliated with the Music Department. The OSA FSC is located in **Room 200 Houston Hall** and consists of a Manager and three Financial Coordinators *(see Directory at end).*

Each student organization is assigned a primary Financial Coordinator (FC). This individual is responsible for executing all financial transactions and records for their respective groups. They can provide guidance on big picture budget performance and University policies. However, it is the responsibility of the group to track event budgets and closely monitor spending throughout the year. If your FC is not in, please feel free to address your questions to any member of the FSC. **The name of your group's Financial Coordinator is available via SAC Online and a list is posted in the OSA.**

Record Keeping

All student organizations are required to keep financial records and to know and follow the rules and regulations of their overseeing organization (the UA, SAC, SPEC or GAPSA). Please address all questions about these rules and regulations to the responsible individuals and committees. Your FC is responsible for processing your financial transactions; you are responsible for spending your funding appropriately.

Registration

All organizations are required to register with the OSA at the beginning of every academic year through Penn Clubs . Registration is a requirement for every group that uses University space and resources, including, reserving space and events ,and banners on Locust Walk, etc. Only undergraduate groups may be recognized and funded by the Student Activities Council (SAC). Policies and processes which only apply to SAC-recognized groups will be denoted with the use of a star (*).

SAC Online Budget Tracking System*

SAC-recognized groups can check their budgets via SAC Online. New treasurers must obtain their group's password from the outgoing treasurer. If your group has never received a password, please contact your SAC Exec Liaison.

SAC groups should direct all questions regarding budgets, carryover surplus or deficit, and/or SAC spending policies to their SAC Exec Liaison or the SAC Advisor, Rodney Robinson. Please contact your Financial Coordinator (FC) to correct an entry that has been placed in the wrong category, duplicated, or omitted. SAC Online is a helpful tool for tracking your group's finances, but it does not replace record keeping by group treasurers.

Financial Training

We expect student treasurers to review these Financial Guidelines carefully. We have provided training videos for all SAC student groups to use to assist in navigating financial procedures.

*SAC groups are required to schedule an appointment with their FC before planning a large event or bringing a speaker or performer to campus to ensure all necessary documentation is in place.

All other student organizations should seek advice from their organization's advisor and/or reach out to the OSA for guidance.

Financial Policies/Forms

Policies described on the following pages are University-wide and govern all funds held in university accounts including revenues deposited into these accounts. All forms referred to in this document are on the OSA website and are available in the OSA.

Budgets and Budget Codes

1. Budgets/Fiscal Year

Budgets are allocated according to the University's fiscal year, which runs from July 1 through June 30. **Financial business must be completed by the end of the academic year to allow for fiscal year closeout.**

2. University Budget Code

All groups with an operating budget funded through a university source have a budget code through which all financial transactions should be made. University departments can debit and credit this account with ease. Please have departments requesting your budget code contact your FC; the code will not be given directly to students. *All SAC Funded groups have a budget code. If you are unsure if you have a budget code, contact the OSA. Groups which are SAC Funded are not allowed to have outside bank accounts with private financial institutions. Discovery of such an account could result in the loss of recognition status and University funding.

SECTION 2: PURCHASING

Payments by Credit Card

The University of Pennsylvania Purchasing Card Program offers multiple types of credit cards for the use of university staff and students. In the OSA Student Program Cards (SPCards) can be issued to students and Purchasing Cards (PCards) are issued to staff members.

1. **Student Program Cards (SPCards)**

   Please see our SPCard Application Instructions on the Policies/Forms page of the OSA website. Be sure you have received approval from your Financial Coordinator first before applying

   In short:

   1. Complete the Student Program Card training course in Knowledge Link and screenshot your quiz results page (must score 100% to pass).
   2. Send the screenshot of your results and the OSA SPCard Info Sheet to your FC.
   3. Once your FC has confirmed receipt of these items, you may complete the online JP Morgan Chase credit card application.

   Important Notes about the SPCard:

   - The card is in an individual's name and may be used by that individual only. The card is not transferable.
   - The card may not be used for personal purchases.
   - The maximum per purchase amount is $500. You may not split a charge into two transactions to get around this limit, see your FC to make larger purchases.
   - Report all purchases to your FC by emailing them with the details of the purchase immediately, then follow up with the documentation by filling out a PCard Report Form and attaching the receipt within 48 hours. The purchase is not considered complete until an original copy of the receipt has been submitted to the OSA.
   - Prohibited purchases include but are not limited to gas, alcoholic beverages, gift cards, payments to individuals, shipping (see your FC for the correct process), and furniture. When in doubt, consult the SPCard policies or your FC to determine whether it is appropriate to use the SPCard for a given purchase.
   - PaymentNet is the web platform for reviewing purchases and disputing transactions. You are encouraged to go into PaymentNet on a weekly basis and enter notes describing each purchase.
   - **Your SPCard will be canceled for improper use and/or delinquent reporting**. Disciplinary action and the forfeiture of your group's budget may also occur.

2. **Purchasing Cards (PCards)**

   Your FC can use their PCard for the purchase of items with a total dollar value under $3000 and in some instances up to $5000. Please speak with your FC about the purchase to make sure the PCard is the appropriate purchasing method for that item and find out how they prefer to complete the transaction. It is imperative that your FC receives all documentation of the sale—invoice, receipt, packing slip, etc. and a completed PCard Report Form.

Payments by Purchase Order (PO) and Non-PO

There are two methods for issuing payments by check or electronic transfer to entities outside of the University. A Purchase Order, more commonly referred to as a PO, and a Non-PO Payment. Please begin the process for either payment method by completing the FSC's Payment Request Form

Suppliers that are not already in the system must complete supplier registration before a PO or Non-PO payment can be issued. This process takes time and requires input from the supplier – please plan ahead!

1. Purchase Order (PO)

A Purchase Order (PO) is a buyer-generated electronic document that authorizes a purchase transaction for the University. After the PO is created, an invoice is submitted to Accounts Payable for the goods/services and a check will be issued to the supplier.

University policy mandates that a purchase order must be issued before an order is placed. Only authorized University staff members have the ability to commit funds from a University account. Arrangements made between a student and a supplier without obtaining a PO may result in personal liability for the student.

Purchases of $5000 or more require another level of approval. Please contact your FC well in advance of when services or items will be needed for more details on this process.

If your organization requires major office supply expenditures, you should order them through your FC. The University contracts with Office Depot and receives a sizable discount on their catalog prices. Your FC will have a catalog you can browse through and will process the order by PO.

All catering that involves a contract or has a dollar value of $2000 or more must be processed through your FC before the event takes place—a PO must be issued. POs can only be processed for caterers that are on the Purchasing list of approved caterers. The Catering Services List is available at http://www.purchasing.upenn.edu/buyinfo/suppliers/caterers.php.

2. Non-PO Payment

The Non-PO payment process is used for vendors that are not PO suppliers in the University's financial database. An invoice is required.

Payments to Individuals

Payments to individuals for performances or services are made by direct deposit or check and mailed directly after services have been rendered—it can take four (4) weeks or longer to process these payments, so please notify your FC as soon as you have identified the individual who will be compensated by completing the Payment Request Form. This includes speakers, performers, DJs, caterers, photographers, and all others who will render some service (including students hired for a few hours labor). Please note that all payments to individuals who provide their service in Pennsylvania but reside outside of Pennsylvania will be taxed according to PA Act 43.

1. Payments to Penn Affiliates

All Penn Students must be paid through **Workday** and every student hired must be onboarded, assigned a position, and paid through this online system. ***No student is allowed to work before they have been officially assigned a position in Workday***. To be assigned a position:

- Step 1 – Reach out to your Financial Coordinator tell them what position you've been hired for and for what group.

- Step 2 – Your FC will respond with your Offer Letter and Information Form to be completed and signed. If you are already in Workday, you do not need to complete the Information Form, just the Offer Letter. These documents contain sensitive information so please give them back to your FC either in-person or via **Secure Share**.
- Step 3 – Once your forms have been received and reviewed your position will be created and you will be assigned a position ID#. Your FC will send you your position ID# which is specific to you and needed when you are ready to submit timesheets.

- Step 4 – If you are not yet in Workday, after you have been assigned a position you will be able to complete the onboarding process by making an appointment with the **Workday Solution Center**. Before you start working, you will need to complete federally required documentation in person at **Onboard@Penn**.

2. Limited Engagements: Payments to Non-Affiliates under certain circumstances

If an individual is providing a service of an academic nature, short duration, and/or low dollar amount ($1,000 or less per transaction; $5,000 per calendar year max), the *Limited Engagement* form is required, and payment will be processed as a Non-PO (see previous section). Please collect the paperwork below that applies to the individual's citizenship status. **Individuals who have not been paid by Penn before will need to complete supplier registration. This process takes time and requires input from the individual – please plan ahead!** For individuals who do not meet these criteria (e.g., instructors, directors, choreographers), please see the next section on *Independent Contractors*.

For US citizens who are not Penn-affiliated for a one-time service:

- Contract (see following section on *Contracts* for more details)
- Limited Engagement Form completed
- Invoice (this may be written on the contract if applicable)
- *Reminder* Payments to individuals who provide service in Pennsylvania but reside outside of Pennsylvania will be taxed.

For non-US citizens who are not Penn-affiliated for a one time service:

- Contract (see following section on *Contracts* for more details)
- Limited Engagement Form completed
- Foreign National Information Form & all documents listed on this form
- Copy of passport photo page and visas (or proof of citizenship provided by agency if applicable)
- Invoice (this may be written on the contract if applicable)
- *Reminder* These payments will be taxed at a 30% rate or may not be eligible for payment depending on Visa classification. Please see your FC if you have concerns.

3. Independent Contractors: Payments to Non-Affiliates for All Other Services

Independent Contractor services are services provided by an individual doing business with the University as a supplier of general goods or services. The University has the right to specify the results to be accomplished, but not the means and methods by which those results are accomplished. Independent Contractors are not supervised, have control over their work schedule, have a set of skills not found elsewhere within the University, and provide the same or similar services to the public as part of a continuing trade or business. The University does not withhold income tax from payments to Independent Contractors.

To begin the classification process for Independent Contractor status, the individual should complete a Service Provider Questionnaire (SPQ form) (please see your FC to find out the requirements if the individual is not a US Citizen). A new SPQ must be submitted for each project undertaken by the individual (e.g., an instructor or director for a performing arts group needs to complete a new form for each contract). The FC will complete a Service Provider Evaluation (SPE) and submit all the documents to Human Resources for review. Human Resources will determine if the individual qualifies as an Independent Contractor or if the University should pay them as an employee. If the result is the latter, please see the previous section on *Payments to Penn Affiliates*.

If the individual is classified as an Independent Contractor, they will be paid with a purchase order (PO – see previous section for more details on POs). The process to onboard the individual as a PO vendor only takes place once; your FC can determine if the individual is already established as a PO vendor. If not, the Purchasing department will send the individual a form to complete. They must return this to Purchasing in order for the payment process to proceed. Once they have been added to the system as a PO vendor, a purchase order will be issued, and an invoice will be submitted to Accounts Payable in order to have a check sent to the individual.

Travel & Entertainment

SAC Groups: Review SAC policies on travel.

GAPSA Travel Grants: Review GAPSA award email for policies and restrictions.

The University has multiple methods by which travel, and entertainment purchases can be made without having to use personal monies. The matrix below indicates the rules for the most common types of expenses.

	Airfare	Conference Registration	Taxi, Bus, Amtrak & SEPTA	Car Rental	Food (delivery)	Food (Catered – someone serves food)	Office Supplies (paper, binders, pens, etc.)	Event Supplies (paper plates, cups, etc.)
Purchasing Card		✓	✓		✓			✓
Student Program Card		✓	✓		✓			✓
World Travel	✓							
Purchase Order					✓	✓	✓	✓
Enterprise				✓				

If you are unsure if a purchase can, be made with your card, refer to the online training you completed. SPCard holders can refer to this short list of authorized and un-authorized SPcard purchases. PCard holders can also refer to the Commodity Matrix.

1. Train and Air Travel

Reservations for train and air travel for members of your group or guest speakers/performers can be arranged with the assistance of your FC.

- For air travel, arrangements can be made through World Travel at http://cms.business-services.upenn.edu/penntravel/make-travel-reservations.html.
  - Once you make arrangements, a copy of the itinerary will be emailed to the OSA Business Manager (Jan Kee-Scott) for approval. Please let your FC know so they can communicate with Jan in advance.
- For train travel, use your SPCard or see your FC to make the purchase using their PCard.

NOTE: Only coach air and rail fares are appropriate.

2. SEPTA fare

SEPTA two trip passes can be purchased by FC's via for an online purchase, minimum purchase is 50 passes shipping and handling is extra.

3. Chartered Buses

Please contact Penn Transit for charter bus information

4. Car Rental

All drivers (even if using personal car) must also take the driver safety course offered by the University.

- Go to http://knowledgelink.upenn.edu and search the catalog for 'Alert Driving.' There are nine modules, the last two pertain to vans/trucks. If you rent a car on your own, you will not be reimbursed for any personal insurance.
- Cars should be rented through a preferred car rental vendor (rental age 21); you will be able to take advantage of the University's corporate rate. Please see guidelines on the Travel website.
- **Enterprise CarShare:** Students can rent vehicles through the 'Student Life' account. The age requirement is 19. Contact ECS to register and email Jan Kee-Scott (keedzh@upenn.edu). Drivers registering through the 'Student Life' account must also take the driver safety course offered by the University.

5. Driving your own car

If you are driving for your organization, for business reasons, you must also take the driver safety course.

6. Hotel

University departments and student organizations receive a discount rate at the Inn at Penn and at the University City Sheraton. Check with the hotel about availability and then ask your FC for an authorization form. *Your university budget code will be billed directly.

7. Pre-payments

Registration fees or hotel deposits may be pre-paid. You will need to furnish complete documentation—original registration form, hotel invoice, etc**. Registration fees should be paid by PCard whenever possible.** Please see your FC if a check is required.

SECTION 3: REIMBURSEMENTS

The University of Pennsylvania's Travel and Expense Management and Reporting system is called Concur. The Travel website has training manuals and videos with step-by-step guides to assist you. You can also call the University's Concur help line **215-746-HELP** at any time to request assistance with your expense report.

Guidelines

Always ask your Financial Coordinator for assistance when making purchases. We do not recommend you spend your own money, as there are several ways vendors can be paid directly by the University on your group's behalf.

Before you submit your first expense report in Concur email your Financial Coordinator and provide your Penn ID number. You will also have to link your bank account information in Concur for direct deposit.

In Concur, **consolidate your expenses on one expense report**. Note - travel and non-travel expenses cannot be included on the same expense report.

- **All itemized receipts** are required.
- **Sales tax** must be itemized and marked non-reimbursable from all non-travel/entertainment, and food receipts.
- Concur reimburses receipts YOU personally paid for so if an individual's name appears on the receipt the reimbursement must be made to that individual.

Reimbursements will be made by Direct Deposit to your bank account.

- Processing time is five to seven (5 to 7) days from final approval.
- You can check the status of your reimbursement in Concur at any time.

Non-Reimbursable Expenses

- The University will NOT reimburse you for payments made to individuals for services (DJ, photographer, musician, etc.) or honoraria (speaker). Ask your Financial Coordinator how these payments should be made.
- Receipts over 180 days old will not be reimbursed.
- Gifts/Prizes: You will not be reimbursed for purchases of gift cards for students, staff, faculty, or speakers, etc. This includes prizes that are given for a competition or as door prizes. Cash prizes may be awarded to winners of competitions; they must submit a W-9 form.

Guest Travel Reimbursement

Guests can be reimbursed for travel if they are not receiving a speaking fee, though not through Concur. The forms required to reimburse them are the Guest Travel Reimbursement Sheet, W-9 form, and a copy of their travel receipts. Foreign nationals must also fill out the Foreign National Information Form and submit it with all documentation listed at the top of the form. All forms are available through your Financial Coordinator.

SECTION 4: CONTRACTS

Contracts that your student organization may encounter include those used to pay speakers, performers, or even with vendors who are providing you with services or goods.

Guidelines

- **No student may sign a contract on behalf of their organization.**
- All contracts for lectures, performances, conferences, and services sponsored by student organizations must be reviewed by the Office of Student Affairs and signed by the Purchasing Department through your organization's advisor. Contracts must be submitted to your FC at least three (3) weeks **BEFORE** the event.
- **You will need to see your FC to arrange for payment**—they will need the following documents to process payment:

    - A copy of the fully executed contract, meaning fully edited to fit the needs of your organization per recommended guidelines (below).
    - See previous sections on *Payments by Check* or *Payments to Individuals* for more details.

Best Practices

- If possible, create an all-inclusive contract, meaning your payment includes costs to cover hotel/lodging/travel fees, that way you are not making any travel arrangements for them.
- Remove requirements that go beyond what is necessary – examples: alcohol in dressing rooms, excessive food/accommodations, etc.

SECTION 5: DEPOSITS

Checks and Money Orders

Bring checks or money orders to your FC for deposit**.**

- **Checks and money orders must be made out to the "Trustees of the University of Pennsylvania".** Put your group's name in the memo portion of the check**.** Do not endorse checks.
- Checks must be counted before they are brought in for deposit and arranged face-up in ascending order by dollar amount.
- We cannot accept checks after six months from the date on the check.
- Groups will be charged $35 for any check that is returned by the issuing bank.

Budget Transfers

University departments must transfer funds to or from your account by journal entry. University checks cannot be deposited into your account. Please have the department contact your FC for the correct budget code to use.

Gifts & Donations

All gift checks must be brought in and identified as 'gifts.' Please bring in all accompanying correspondence including the envelope if the check was mailed. The donor should also write a letter detailing the purpose of the gift. Bring gift checks to your FC to be deposited into your account.

SECTION 6: FUNDRAISING

Vending

The University vending policy permits vending by members of student organizations for the benefit of their organization. All collections from sales must be deposited into a university account.

Charitable Donations

If your group is fundraising for an outside organization, all checks must be made out to the charity, and all checks and cash must be submitted directly to the charity.

SECTION 7: DIRECTORY

Financial Services Center

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