



SAC Financial Training

FINANCIAL SERVICE CENTER
OFFICE OF STUDENT AFFAIRS
HOUSTON HALL, 2ND FLOOR,
SUITE 200



Your group is funded, time to program!

The Financial Service Center team for the Office of Student Affairs (OSA) is here to help.

Now that your group is SAC recognized you will be assigned a Financial Coordinator and budget code to process transactions with the funds you've secured.

<https://sacfunded.net/>

FSC Team

3



Jan Kee-Scott

Business Administrator

keedzh@upenn.edu



Angela Reason

Financial Coordinator

areason@upenn.edu



Danielle Crumb-Fike

Financial Coordinator

crumb@upenn.edu



Heather Durham

Financial Coordinator

hdurham@upenn.edu



Desiree Micheaux

Financial Coordinator

desireem@upenn.edu

Important Takeaways

4

Advance notice is KEY

There are many things you might think wouldn't take too much time or work, but they actually do, and they must be completed ahead of time.

Please contact your Financial Coordinator as soon as possible, early in the planning stages is ideal.



Ask questions

This presentation is an introduction to the financial information and processes, meant as an overview.

We don't expect you to know it all or be an expert so please ask questions early and often!

Group Responsibility

5

Record Keeping

SAC online is our tool to report all group transactions – payments, deposits and funding awards. In addition to checking SAC online regularly, groups should be keeping their own records to compare and stay aware of spending. This is the way to catch any discrepancies in real time. SAC online information and access, <https://sacfunded.net/using-sac-online>.

Communication

It is the group's responsibility to communicate with the vendors and suppliers for their events. As the processor, your FC will let you know what is needed, but the expectation is that you are presenting any information, forms, timelines to those you are working with.

Succession

Part of the requirement of being a sustainable group is passing information along to those newly elected in leadership roles. Before turnover, the person currently in the role is responsible for communicating any and all information to the next person taking over the role. They should connect them to the SAC liaison as well as the FC to be sure contact information is up-to-date and transition is smooth.

Group Activities: September - April

6



General Body Meeting (GBM)

- ▶ GBMs are business meetings where group leadership and members can plan and discuss issues.
 - ▶ \$10pp
 - ▶ Program Planning
 - ▶ Group Dynamics
 - ▶ Recruiting



Programming

- ▶ Programming to your group's mission.
 - ▶ Social Events
 - ▶ \$25pp
 - ▶ Formals/Galas
 - ▶ \$85pp
 - ▶ Guest Speakers/Performers
 - ▶ Competitions
 - ▶ Conferences

SCENARIO

7

Your group hosts an annual holiday gala, usually before winter break. You were granted SAC funding to cover facility costs but will need to request additional funding for other expenses like food. When is the appropriate time to submit your request?

- ▶ A. 1 week before your event
- ▶ B. 2 weeks before your event
- ▶ C. 4-6 weeks before your event
- ▶ D. It doesn't matter, as long as it's before the event.

Payment Request Form

- ▶ The [Payment Request Form](#) is the first step for all payments. You can always find a link to it on the [FSC website](#).
- ▶ Submit this form at least two weeks BEFORE the event.
- ▶ Funding should be secured BEFORE submitting, include all award letters.
- ▶ **SAC groups must process transactions using their SAC budget. Outside funding needs to be transferred to your SAC account for processing.**

Submitter Name *

Submitter Pronouns

If you have any questions, please refer to the following website.
<https://lgbtc.vpul.upenn.edu/Pronouns/>

Submitter Email *

Date Submitted *

Input date request is submitted. MM/DD/YYYY

Group Name *

Name of Financial Coordinator

Write "Unknown" if you do not know.

Type of Transaction *

Event Date

PennID

Company/Individual Name *

Payments within Penn

- ▶ All Penn departments have budget codes used to facilitate payments/fund transfers between each other internally.
- ▶ Connect your Financial Coordinator with a staff member in the other department.
- ▶ Budget codes are not distributed to students; refer any requests for your budget code to your Financial Coordinator.



Paying Individuals

10



- ▶ All **Penn Affiliates** (students, faculty, staff) must be paid through university payroll (Workday). Initiate these payments by completing the [Payment Request Form](#).
- ▶ Payments to students can affect work-study jobs/funding, financial aid packages, and other on-campus jobs. Instead consider other student groups, Penn Student Agencies, and our approved suppliers for services an individual would provide such as photography, videography, graphic design, entertainment/DJ. Best practice is to use the services of an on-campus organization or an approved supplier so that the individuals being paid don't face these serious concerns.

- ▶ **Individuals outside of Penn** are paid through different processes. These payments can be complicated, and can take some time. Complete the [Payment Request Form](#) as soon as you've identified the individual you want to do the work. If you have questions, please ask before you move forward with promising someone payment.
- ▶ **NEVER pay individuals out of pocket and expect to be reimbursed – This is against university policy. Payments to people must be processed through Penn's payment system, by your FC.**

Paying a Company

11



- ▶ Penn has agreements with approved and preferred companies; they are paid with a purchase order (PO). Use the [Supplier Search](#) or ask your FC for help.
- ▶ An important feature of the [Supplier Search](#) is its filters to help you find local diversity suppliers - Black, Indigenous, AAPI, Latinx, women, LGBTQ, disabled, and veteran businesses can all be found through this portal.
- ▶ Full-service catering (i.e., staff from the vendor are serving food during the event) can only be done with vendors listed on [Catering@Penn](#). This list is also useful to find vendors for more casual catering (boxed meals). In addition to the ability to filter by diversity categories, this site also allows you to filter by the supplier's capability to meet sustainability standards.

- ▶ Logo Gear: follow the University Life [student group branding guidelines](#). Only approved vendors can create branded items and should be paid via PO. Some companies will need extra time to review your artwork – plan ahead.
- ▶ In some cases, your FC may be able to make a payment using their University Purchasing Card, or Pcard. Use the Payment Request Form. Note: PO vendors should not be paid with a Pcard, e.g., Staples, Office Depot, FreshPrints, and CustomInk. **General Rule – if a vendor requires a contract for your event/program, you cannot pay with a card, the vendor must be onboarded and paid through our systems.**
- ▶ Once you have identified the company you would like to use, submit a [Payment Request Form](#) to get the payment process started.

Paying for Transportation

12



- ▶ Local transportation – Uber/Lyft, SEPTA can be 100% funded for trips **within 50 miles** of campus. SEPTA passes can be ordered in bulk, \$113 for a pack of 50 one-way passes, \$213 for a pack of 50 two-way passes. 50 is the minimum amount of passes you can order.
- ▶ Domestic transportation – car rentals/shares, gas/mileage for personal vehicles, and charter buses can be funded up to 60% for trips **over 50 miles** from campus. You must be able to cover the remaining 40% with funding outside of SAC – funding boards, group member fees.
- ▶ Book airfare for group members and guests through World Travel, [Travel Home \(concursolutions.com\)](https://www.concursolutions.com)
- ▶ Guests who need hotel accommodations while on campus can be booked at various local hotels. Inn@Penn and Sheraton stays can be directly charged to your budget.
- ▶ Charter buses must be booked through [Penn Transit](https://www.upenn.edu/PennTransit). You will contact your FC for any financial information needed to complete payment. If they cannot accommodate your trip, they will book your trip with one of the approved suppliers. If they are unable complete the booking for you, you must use one of Penn's approved companies from the [Supplier Search](#).
- ▶ Any student who is charged with driving, either in their own vehicle or rental, must complete the Safe Driver Training; module available in [Workday Learning](#). Car Drivers will search for **Fundamentals of Driver Safety**. Van Drivers will search for **Driver Safety for Van Drivers**. Recertification of Driver Safety Courses is required every three years.
- ▶ **All trips, local and domestic, must align with your group's mission for SAC funding.**

SCENARIO

13

You are hosting a social event with a guest speaker and plan to have catering delivered to campus for the reception. Where do you find the vendor?

- ▶ A. Space & Events
- ▶ B. Penn Supplier Portal
- ▶ C. Office of Student Affairs
- ▶ D. Concur

Reimbursements

► If you spend your own money and the expense is to be covered by funds in your SAC account, you will request reimbursement through [Concur](#). Using your own money is a last resort option only used when other payment processes are not possible.

► The person who spent the money is the one who will be reimbursed. That individual should email their Financial Coordinator with their PennCard number to start the reimbursement process. Sales tax is not reimbursable unless it's a food or travel expense.

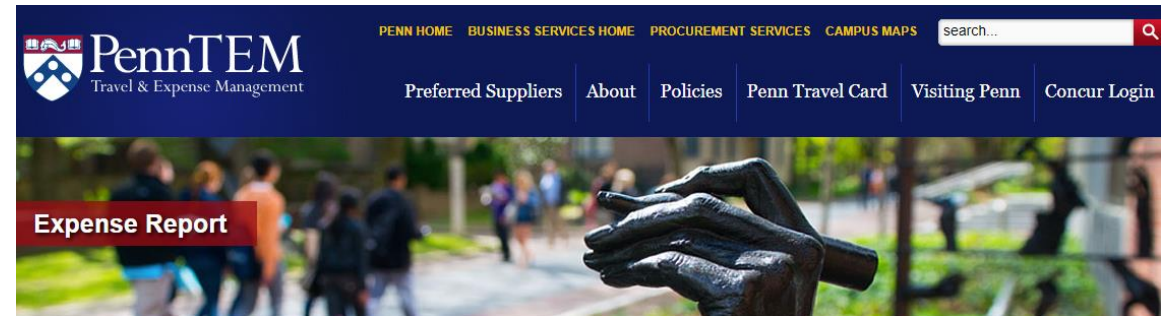
► You cannot be reimbursed for paying people.

► Funds are sent through direct deposit and usually arrive within 3-5 days from when the expense report is approved.

► Deadlines: best practice is to submit within 10 days of the purchase. Hard deadline: last day of classes.

► **Students must be currently enrolled and registered for classes to be eligible for reimbursement for expenses related to student group activities.**

14



Resources

- Domestic Travel
- Fly America Act
- Air Travel Sustainability
- Helpful Travel Links
- International Travel
- Know Before You Go
- Register Your Trip
- TEM Tips and Tricks
- Training Materials
- TSA PreCheck Programs

Concur Expense makes getting reimbursements fast and easy!

Electronic expense report system for reimbursement of travel, entertainment and miscellaneous out-of-pocket expenses.

Concur Expense is now live across campus for all Faculty, Staff and Students. This new system was implemented to streamline the travel booking and expense reimbursement processes for faculty, staff, and students who are conducting University business. The Penn Travel & Expense Management (TEM) team rolled out Concur Expense, the expense report submission module of the Concur Travel & Expense Management application, to each of the University departments, Schools, and Centers over the past few months. An Advisory group made up of representative from the schools and centers will continue to offer feedback as users interact with the system.

Click the icon below to access the application.



Best Practice:

Complete and submit your expense report within 2 weeks of the trip end date or expense transaction date to ensure quick reimbursements.

Deposits

- ▶ Checks or money orders can be deposited to your organization's account. We recommend using Ticketleap or Eventbrite for event ticket sales. With these platforms your revenue can be issued via check and sent directly to our office for deposit. If you do have cash, you can use it to purchase a money order at a bank or post office.
- ▶ Revenue should be deposited as soon as possible – do not put yourself in the position of being liable for funds that are lost or stolen!
- ▶ Checks must be dated within the past 6 months and made out to “Trustees of the University of Pennsylvania.”
- ▶ Include your group's name on the memo line of the check and sign the front, but do not endorse checks by signing on the back.
- ▶ We cannot accommodate the use of third party cash management platforms such as Venmo, CashApp, Zelle, etc.
- ▶ The use of outside bank accounts is prohibited, see <https://osa.universitylife.upenn.edu/bankingguidelines/>

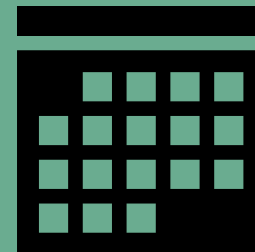
Contracts & Deadlines

16



**No student may
sign a contract on
behalf of their
organization.**

Send any
contracts requiring
a signature to your
Financial
Coordinator or
attach to the
Payment Request
Form.



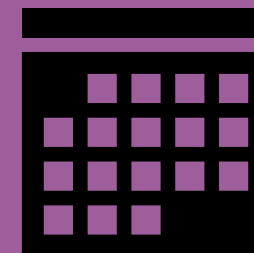
Your SAC funding is available
for spending during the school
year, September - May.

SAC funds do NOT roll over,
you must apply for funding
each year, in February.

The last day of classes in each
semester is the deadline for
that semester's business.

All transactions should
be completed by the
last day of classes –
payment requests,
reimbursements,
everything.

The FSC will be offline
after this date working
on reconciling accounts.



Corporate Sponsorships

17

Groups may accept Corporate Sponsorships when the sponsoring business is:

- **Providing a good that will be used as part of an activity hosted by the group (ex. A beverage that is distributed at an event hosted by the group)**
- **Paying directly for advertising space as part of an event (ex. Securing ad space in a program)**
- **Paying for a specific expense related to a mission-based activity of the group (ex. Paying for the food being provided for a conference)**



Groups may not accept corporate sponsorship if the payment (including goods and services) is linked to an advertising request the company is asking the group to make. This could include but is not limited to, providing a one-time payment for a group to advertise a product/business on social media and providing discounts to a student group if they direct business to their account (ex. Pushing rideshare discounts).

SCENARIO

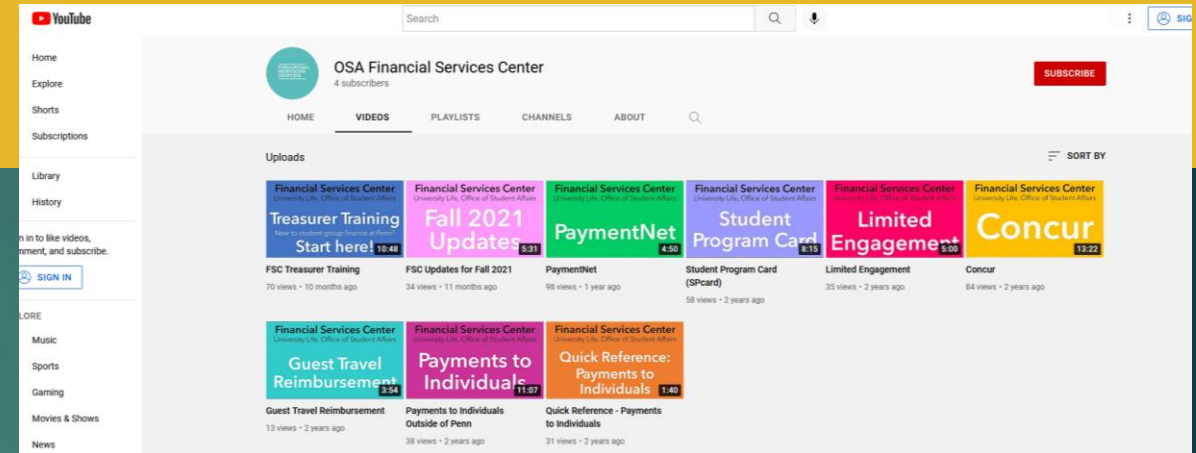
18

Your group had a few social events over the past months and now have ticket sales to deposit as well as reimbursement requests to submit. When is the deadline to complete your group's financial business?

- ▶ A. The last day of classes each semester
- ▶ B. After graduation
- ▶ C. During winter/spring breaks
- ▶ D. After board elections

More Information

19



- ▶ All financial information and forms needed for processing can be found on the [FSC Website](#).
- ▶ Your Financial Coordinator is available for one-on-one appointments. Both Zoom and in-person meetings are available. Please reach out to your FC to schedule.

- ▶ We have a [FSC YouTube channel](#) with lots of video tutorials. Let us know if you are looking for information and don't see it there so we can add it.



THANK YOU!

We look forward to working with you,
please reach out with any questions!