

MEMORANDUM

To: Penn Law Student Group Leaders
From: Felicia Lin, Dean of Students
Ian Semmler, Senior Business Administrator
Date: September 24, 2020
RE: Use of University Funding Guidelines

Dear Student Group Leaders,

A quick look at the Law School's virtual calendar and it is clear your work is already in full swing. With CSR's budget allocation to student groups forthcoming, we write to share guidance for the use of University funds this year. Several of these guidelines are true at any time, while others are based on the University's mandate that all spending this semester reflect consideration of the public health impact, ethics, and optics of spending decisions during a period of University budget reductions and uncertainty.

We know this is not how you envisioned planning your group's work for the year. But we value the tremendous work each of you do to build and strengthen our community and are here to support your ability to fulfill your group's mission even during these unusual times.

A. Penn Law Business Affairs Policies for Student Groups (Applicable at All Times)

The Business Affairs team works closely with the Penn Law and University communities to ensure compliance and alignment with the overall goals and mission of the Law School. Our team will support the recipients needs and ensure that all financial activities comply with Penn and IRS polices. **Please note that you are responsible for the appropriate management of your budget.** You are welcome to schedule a meeting at the start of the year with [Ian Semmler](#) to review and discuss Penn policies and procedures and ensure you have a successful event.

In particular, student group leaders should be aware of the following policies:

- Students will not be reimbursed for Student Group related services/items procured with personal funds. Please contact [Business Affairs](#) ASAP to discuss procurement options. Do not use your own money to pay for student group expenses.
- Law School policy does not allow student groups to offer speakers an honoraria or speaker fee.
- University funds cannot be used to purchase gift cards or to reimburse the purchase of food, served on or off-campus.
- Concur reports submitted **182 days** after the conclusion of a trip will not be reimbursed.
- Concur reports will not be processed unless a copy of your Dean's Speaker Fund (or other administrative grant) award letter is attached as a receipt.

B. Penn Law Student Group Policies While COVID-19 Precautions and Budget Reductions are in Place

In addition to the standard Business Affairs policies that always apply, please take note of the following additional spending procedures for at least the Fall 2020 semester.

Travel Restriction. Because of increased COVID precautions, the University will not fund any student travel unless it has been approved by the Provost's Office.

Virtual events whenever possible. All student group activity is expected to be hosted virtually. In the rare event that an event with *any* in-person component is essential, the event must be approved by both Student Affairs and Campus Health. Student groups can petition for approval [here](#). Forms must be submitted two weeks before the event date.

Food delivery. We recognize that food delivery (or pick-up from a restaurant) for virtual milestone events, such as an orientation or end-of-the-semester celebration, can strengthen community bonds. Student groups who wish to have food delivered for a virtual event should use this [form](#) to make sure the use conforms to University requirements. We cannot approve any use of organization funds to purchase communal food or drink, defined as any in-person eating with others.

- All virtual student events involving food must be approved by Student Affairs. Please use the below link to request approval: https://upenn.co1.qualtrics.com/jfe/form/SV_3sJID7DMO0yqNi5
- Once approved, please work with a Penn- approved PO caterer/restaurant to develop a contactless meal distribution plan. Students can either travel to the restaurant and pick up food or the vendor can deliver food to each student's residence. Food should not be delivered to the Law School for pickup.
- The Law School cannot be used as a location for event food delivery or pickup. Vendors should not deliver food to the Law School for events.
- The standard prohibition on reimbursement for food purchases applies.

Membership care packages. We strongly encourage groups interested in sending care packages to use a full-service vendor that can also put together and mail care packages on behalf of a group. Student Affairs can help connect you to vendor that can provide this service. Students that use this type of vendor do not need administrative approval for these purchases. The CSR Treasurer retains discretion to approve these requests as in the past. If approved by CSR, please contact businesshelp@law.upenn.edu to discuss payment.

If groups choose not to use a full-service vendor, Student Affairs will offer a set number of "care package delivery" days to help put together and mail packages. The Law School cannot provide building space in the fall semester for students to assemble and mail care packages. However, Student Affairs will order, prepare, and ship out the packages to a pre-determined mailing list. Groups interested in utilizing this Student Affairs resource should email Melissa Clerval at



mcIerval@law.upenn.edu for more information. Please make sure to be in touch with Melissa before planning any care packages so that she can help from the start.

Purchasing Goods. Goods, for care packages or otherwise, should be purchased through an approved Penn vendor via Purchase Order. A list of PO vendors can be found on the [University's Purchasing website](#). To place an order:

- Contact vendor and ask for a quote.
- Request a PO by emailing quote to businesshelp@law.upenn.edu.
- Email vendor their PO number.
- Once the event has been completed the vendor should send the final invoice directly to the University's central Accounts Payable office. If they send you the invoice, please forward a copy to Business Affairs.

Thank you in advance for following these guidelines. Our goal is to work alongside you and we welcome any questions you have.