**CSR Memo:**

**Important Reminders:**

1. Students **will not** be reimbursed for services/items procured with personal funds. Please contact Business Affairs ([businesshelp@law.upenn.edu](mailto:businesshelp@law.upenn.edu)) **ASAP** to discuss procurement options.
2. Transaction requests **will not** be reviewed unless a **TRF** (transaction request form) is completed and a quote is provided.
3. All transaction requests must be emailed to the CSR Treasurer (treasurercsr@gmail.com) at least **two weeks** before the date of your event.
4. If your event occurs off-campus, please complete a TRF **ASAP** and email a copy to the CSR Treasurer (treasurercsr@gmail.com).
5. Funds raised through **charitable donations** must be used before University grants/monies are released.

* **Procurement of Goods:**
  + **Purchase Order (PO) Process:** Goods should be purchased through an approved Penn vendor via a Purchase Order. A list of PO vendors can be found on the Business Affairs website. If you cannot find a vendor that matches your needs, please contact CSR.
    - * Contact vendor and ask for a quote.
      * Request a PO by emailing the quote and a TRF to (treasurercsr@gmail.com) for CSR approval. POs **will not** be processed unless accompanied by these two documents.
      * All POs should be requested at least **two weeks** before services are rendered.
      * When your PO is approved you will receive an email from Business Affairs.
      * 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 [businesshelp@law.upenn.edu](mailto:businesshelp@law.upenn.edu).
  + **Federal Donuts:**
    - Call Federal Donuts and place your order. Please tell Federal Donuts that you are calling from the University of Pennsylvania and your order is exempt from sales tax.
    - Submit a TRF to the CSR Treasurer ([treasurercsr@gmail.com](mailto:treasurercsr@gmail.com)). The TRF should include the below information.
      * Name the order is associated with
      * Date and time of pick-up
      * Dollar amount of order
    - Once the TRF is approved by CSR, Business Affairs will call Federal Donuts and pay for your order.
  + **Office Supplies:**
    - Penn has a long-standing relationship with Office Depot and can purchase any item available on the Office Depot website through a purchase order. Please follow the below steps to request a purchase.
      * Review the Office Depot website and select your desired items.
      * Complete a TRF and include a list of the items.
      * Each item must be accompanied by a link to its Office Depot website and the desired quantity.
      * You will receive two emails from Business Affairs. One, when your PO is approved and a final email when your items arrive.
  + **Alcohol:**
    - [For instructions on buying wine and spirits, click here.](http://cms.business-services.upenn.edu/purchasing/component/content/article/3-default-making-purchases/443-how-to-buy-wine-and-spirits.html)
    - [For instructions on buying beer and soft drinks, click here.](https://cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/342-52708.html)
    - All beer and wine purchases should be made via PO through a preferred contract supplier. For example, Springfield Beer Distributor.
  + **Local Restaurants:** 
    - Choose a restaurant from the approved list and call for a reservation.
    - Tell your contact that you are calling from Penn Law and will be paying via purchase order.
    - If applicable, obtain a quote for your meal and submit both the quote and a TRF to the CSR treasurer for approval. The TRF should include the following information.
      * Name of reservation
      * Date and time of reservation
    - Once your transaction is approved, you will receive an email from Business Affairs with your PO number. Please email this number to your contact at the restaurant.
  + **Local Hotels:**
    - **Direct bill vendors:**
      * Inn at Penn
        + For a direct bill for room reservations or catering at the Inn at Penn, [click here](https://www.law.upenn.edu/administration/businessaffairs/check-purchase-requirements.php). Complete Sections I and II for hotel reservations, or sections I and III for catering and submit to businesshelp@law.upenn.edu for signature and submission to the hotel.
      * University Sheraton
        + For a direct bill for room reservations or catering at the University Sheraton, [click here](https://www.law.upenn.edu/administration/businessaffairs/check-purchase-requirements.php). Complete Sections I and II for hotel reservations, or sections I and III for catering, and submit to businesshelp@law.upenn.edu for signature and submission to the hotel.
    - **PO Vendors:**
      * If the Inn at Penn or University Sheraton are not available or other accommodations are necessary, please use an approved PO Vendor. [Click here](http://cms.business-services.upenn.edu/penntravel/preferred-vendors/hotels/local-accommodations.html) for list.
  + **Local Travel (25 miles or less) and Social Events:**
    - Complete a TRF and email CSR **ASAP**.
    - Student and Business Affairs will work with student groups to accommodate these requests.
  + **Domestic Travel:**
    - Email a detailed summary of your trip to [businesshelp@law.upenn.edu](mailto:businesshelp@law.upenn.edu). Please include the following information.
      * Name of paying student group
      * Date
      * Destination
      * Reason for traveling
      * Number of students traveling
      * Faculty sponsor (if applicable)
      * Relationship to course work (if applicable)
    - Business Affairs will contact you to discuss payment options.
* **Reimbursement Process for Non-Penn Affiliates:**
  + **US Nationals: onboarding**
    - All Non-Penn Affiliates/Visitors must be onboarded through Penn’s Supplier Portal System. [**Click here for Supplier Portal onboarding instructions.**](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
    - The following signed, completed documents are typically required for reimbursement of any Penn Affiliated reimbursements. [Click here to access the below documents.](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
      * Guest Travel Reimbursement Worksheet
      * Itemized receipts indicating payment was made
      * W9 Form
    - Please email all the completed forms and a TRF to the CSR Treasurer for approval. Reimbursements **will not** be processed unless accompanied by a completed TRF.
  + **Foreign Nationals:**
    - All Non-Penn Affiliates/Visitors must be onboarded through Penn’s Supplier Portal System. [**Click here for Supplier Portal onboarding instructions.**](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
    - The following signed, completed documents are typically required for reimbursement of any foreign national. If you have any questions, please contact any of us in the Business Affairs office. [Click here to access the below documents.](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
      * Copy of passport
      * Copy of stamp in passport
      * I-94 form, if applicable
      * If you are here on a J-visa, form DS2019 is required
      * If you are here on a F-visa, form I-20 is required
      * Foreign National Information Form
      * W-8BEN
      * Guest Travel Reimbursement Worksheet
      * Itemized receipts indicating payment was made
    - Please email all the completed forms and a TRF to the CSR Treasurer for approval. Reimbursements **will not** be processed unless accompanied by a completed TRF.
  + **Frequent Non-reimbursable items (**[**Please click for complete list**](http://www.finance.upenn.edu/vpfinance/fpm/2350/2350_pdf/2350.pdf)**):**
    - Acela train tickets
    - Gift cards/cash equivalents
    - Credit memos
    - Alcohol
    - First class, business class, or preferred seating
    - Car service
    - Frequent flyer upgrades
    - Travel Insurance

*Please note that all of the aforementioned documents, policies, and applications can be accessed from the* [*Business Affairs website.*](https://www.law.upenn.edu/administration/businessaffairs/new-hires-payroll.php)