**Dear PennDesign Student Groups:**

In efforts to assist you with the procurement of goods and services utilizing your student group funds, PennDesign’s **Financial Administration Office** **(FAO**) would like to offer the following **Best Business Practices (BBP)**

**Acquisition of Goods & Services**:

Several options exist to allow you to obtain goods and services for your student groups. Below you will find a few scenarios you may refer to when deciding how to go about procuring particular items. **WARNING: NEVER SIGN A CONTRACT! YOU ASSUME LIABILITY IF YOU DO!**

**Scenario 1: You would like to buy items from a vendor for you student group.**

**Solution**: The University of Pennsylvania works with many local businesses to provide goods & services for our community at the best prices available. Once you know what you would like to purchase, please stop by and see us in Room 110 Meyerson Hall or email amanwood@design.upenn.edu so that we can suggest a UPENN approved vendor that meets your needs. Once the suggestion is made, you may contact the vendor and coordinate your purchase. **The BBP in this scenario is to obtain a quote for the services from said vendor.** Once obtained, you may submit your quote to pdpo@design.upenn.edu for payment. This is considered our “action items” email box. **Please include your student group name in the email as well as your preferred delivery location and point of contact name and telephone number.**

**Quick Tip: For general questions email** **amanwood@design.upenn.edu** **and** **creid@design.upenn.edu** **for “action items” or orders** **pdpo@design.upenn.edu**

**Scenario 2: You would like to buy items but the only available option is ordering from a vendor through their website (obtaining a quote is not possible).**

**Solution:** Stop by our office here at 110 Meyerson Hall so that you can log into the computer and we can make the purchase onsite using the University Purchasing Card. **The BBP in this scenario is NOT to pay for the items out of your own pocket and later submit for reimbursement!!!!** Please visit or call us at 215-573-3456 or 215-573-3679 so we can make this purchase for you. Please be very detailed or have the ability to screenshot an image of what you wish to purchase from the website, you may do so and attach the image or description in an email to pdpo@design.upenn.edu. Once more, **please include your student group name in the email as well as your preferred delivery location and point of contact name and telephone number. However, if screenshot is not possible provide item#(s) and name(s) as well as quantities.**

**Remember: If you are unsure of the correct way to obtain your goods or services, email** **amanwood@design.upenn.edu** **and** **creid@design.upenn.edu**

**\*\*\*\*Anytime an order is urgent-please call 215-573-3456 or 215-573-3679 in addition to sending your email. If you cannot reach us through phone visit 110 Meyerson Hall\*\*\*\*\***

**Scenario 3: You need some type of catering/beverage/food etc. for your student group event.**

**Solution: As mentioned in scenario 1 (and when possible-with plenty of notice) please reach out to us for vendor suggestions. If it will be a catered event, you should coordinate the event with the vendor and email the quote to** **pdpo@design.upenn.edu** **for payment processing. If it is a more general order, such as pizza or beverages, we have standard vendors we use for those items. Send over an email to** **pdpo@design.upenn.edu** **with the following information:**

1. **Your student group name**
2. **Your group contact name and telephone number for delivery purposes**
3. **Date/Time/Location for delivery purposes**
4. **What we should order for you (example: 4 cheese pizzas, 2 bottles of soda)**
5. **When possible-an estimate of participants and if you need plates/cups etc.**

**Again, for things to go as smoothly as possible, it is always wise to give ample notice. If ample notice cannot be provided, call 215-573-3456 or 215-573-3679 or stop by 110 Meyerson Hall in addition to emailing.**

**If the order is a specialty item or large quantity, please call vendor before emailing us to make certain your delivery is possible and that the vendor can handle the request.**

**\*\*\*\*PLEASE NOTE – THERE ARE IMPORTANT RESTRICTIONS IN REGARDS TO ALCOHOL PROCUREMENT. IN ORDER TO AVOID BEING STUCK WITH THE BILL-ALWAYS CONTACT US TO CHECK THE ALLOWABILTY OF THE PURCHASE BEFORE MAKING IT!!! 215-573-3456 or 215-573-3679** **amanwood@design.upenn.edu** **and** **creid@design.upenn.edu****\*\*\*\***

**Scenario 4: Your group is going on a field trip.**

**Solution: Well, this one is a little more involved. You may require transportation, event passes, etc. Maybe you intend to eat as a group or individually while out. There are many possibilities and avenues to explore with this scenario, including the utilization of Concur Travel & Expense Management (TEM). These scenarios are varied and often unique so the BBP here is to come see us as early as possible so we can discuss your trip and advise the best course of action.**

**NOTE: To reiterate- the more time you give yourself to plan, the more likely your expectations and preparations will be met. SEE US EARLY!**

**The above mentioned scenarios are only some of the most common. Best Business Practice is to SPEAK with us first, before you act!!!!**

**Financial Administration Office Amanda Wood-Administrative Assistant-** **amanwood@design.upenn.edu** **215-573-3456**

**110 Meyerson Hall Christine Williams-Business Manager-** **creid@design.upenn.edu** **215-573-3679**

**210 South 34th St Chris Cataldo-Director of Finance-** **cataldo@design.upenn.edu** **215-573-3677**

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