**Dear PennDesign Student Group Leaders:**

In an effort to assist you with the procurement of goods and services utilizing your student group funds, the PennDesign 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 group. Below you will find a few common scenarios that you may refer to when deciding how to go about procuring particular items. **To ensure the goods and services your group requires are received within your desired timeframe, it is always wise to submit request with as much advance notice as possible. If ample notice cannot be provided and the order is urgent, please call 215-573-3456 or 215-573-3679 or stop by 110 Meyerson Hall in addition to emailing so that we may discuss options and manage expectations.**

**Scenario 1: You would like to procure goods/services from a vendor for you student group.**

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 [creid@design.upenn.edu](mailto:creid@design.upenn.edu) so that we can suggest a UPENN approved vendor that meets your needs. You may also refer to the [Penn Approved Vendor](https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/supplier-search.html) and [Penn Approved Caterer](https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/approved-caterers.html) list. Once a vendor is selected, you will contact the supplier to coordinate your purchase and obtain a quote for the goods/services to be provided. Please be sure to submit your quote to [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) so that our office may arrange for payment. [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) is considered our “action items” email box. Please include your student group name in the email as well as your preferred delivery location, point of contact name, telephone number and email.

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

Contact our office so that we may determine if a Penn approved vendor exist in our system to accommodate your request. If a Penn approved vendor is not available, we will request that you stop by our office here at 110 Meyerson Hall so that we may assist you in completing the purchase online, using the University Purchasing Card (P-Card). Please note that there are restrictions on the use of the P-Card, therefor it is advised our office is contacted as early as possible, so that we may determine the best method of procurement.

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

As mentioned in scenario 1 (and when possible-with plenty of notice) please reach out to us for vendor suggestions or review the [Penn Approved Caterer](https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/approved-caterers.html) list. If it will be a catered event, you should coordinate the event with the vendor and email the quote to [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) so that our office may arrange for payment. 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](mailto: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.

**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.**

**\*Scenario 4: Alcohol**

The purchase of alcohol should only be for special events hosted at the school such as Friday Happy Hour hosted by STUCO, and only with permission from PennDesign Planning and Operations, as well as the Office of Student Affairs. There are many rules that must be adhered to when considering the purchase of alcohol. For instance, you must order only through the Penn approved vendors listed below when ordering wine and beer and only canned beer is permitted. Any event serving alcohol must hire a bartender through Penn Student Agency (PSA). Please contact our office for more information if you would like to serve alcohol at an event.

1. Request Permission from Appropriate PennDesign Offices
2. Reserve a Bartender:

[PSA Bartender Request](http://www.psabartending.com/contact/)

1. Obtain quotes from Penn Approved Vendors:
2. Obtain a Quote for Beer (canned only) to submit to [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) with proof of permission-

SPRINGFIELD BEER DISTRIBUTOR

[springfieldbeer1@gmail.com](mailto:springfieldbeer1@gmail.com)

215 5467301

1. Obtain a Quote for Wine (no hard liquor) to submit to [pdpo@design.upenn.edu](mailto:pdpo@design.upenn.edu) with proof of permission-

CARL ZAHN DBA SPECIALIZED WINE SPIRITS

732 915-5557

**Scenario 5: Car Rental**

We have several Penn approved vendors that we are able to set up direct payments to through what is known as a purchase order (PO). Depending on the needs, we may advise you to obtain and submit a quote from Enterprise or National if a car is needed OR we might suggest Philadelphia Trolley Works, or even Penn SAS if a van or bus rental is needed. For car rentals, as much advance notice as possible is advised to ensure we are able to find a vendor to accommodate. Before you are eligible to rent, you must review the [PennTEM Car Rental](http://cms.business-services.upenn.edu/penntravel/preferred-vendors/ground-transportation/rental-car.html) webpage and all who intend to drive must successfully complete the [Penn Fundamentals of Driving Course](http://knowledgelink.upenn.edu/) on Knowledge Link.

**Scenario 7: Your group is going on a field trip.**

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 often unique so it is best to schedule a meeting with our office as early as possible so that we may assist you in procurement planning for your trip.

**Remember….**

**The procurement scenarios listed are only a few of the most common. Best Business Practice is to consult with FAO first--before you act!!!!**

**The more time you give yourself to plan, the sooner you reach out to FAO, the more likely your expectations will be met. SEE US EARLY!**

**WARNING: NEVER SIGN A CONTRACT! YOU ASSUME LIABILITY IF YOU DO! Pass along to FAO and we will have the contract reviewed and signed by the appropriate office.**

***\*All events you intend to host on PennDesign grounds and within PennDesign buildings, especially those were alcohol will be served, MUST be approved by Operations and Planning in G-29 Meyerson***

**Financial Administration Office**

**Order Request-*Action Items-*** [**pdpo@desgin.upenn.edu**](mailto:pdpo@desgin.upenn.edu)

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**Chris Cataldo-Director of Finance-** [**cataldo@design.upenn.edu**](mailto:cataldo@design.upenn.edu) **215-573-3677**

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