

GSEG Budget, Purchasing, and Reimbursement Guide

Departmental Budgets

1. Departments are allotted a budget at the beginning of each semester. This is partially equally distributed and partially divided proportional to population of each department.
2. If a department does not spend more than 70% of its allotment in a given semester, the following semester's budget will be penalized.
3. If a department does not have a representative at half of the General Board meetings, the following semester's budget will be penalized.

Supplemental Fund

1. Interest groups that do not otherwise receive a set allotment can apply for funds on a first-come-first-serve basis, to a reasonable extent.
2. This fund is also available for interdepartmental events.
3. For any of these purposes, submit a request for approval using the Funding Application form on the GSEG. The Executive Board will vote to approve or deny the application.

Purchasing and Reimbursement

1. If your purchase is over \$300, you must submit a request for approval using the Funding Application form on the GSEG website, one week prior to the event..
2. Two methods of payment are acceptable:
 - a. Purchases are made using personal credit cards or cash, and can be reimbursed any time within the same semester as the purchase (preferred).
 - b. GSEG's University budget code may be used to make purchase orders at establishments that accept PO's. PO requests usually need to be made a week in advance. Submit invoices to the GSEG Treasurer (gseg.treasurer@gmail.com) and you will be notified when the order has been placed.
3. A fully itemized receipt is necessary for reimbursement.
4. Reimbursements will be in the form of a check from the GSEG Treasurer. Once the purchase has been made, email the treasurer (gseg.treasurer@gmail.com) and schedule a time to drop off receipts.
5. Tipping is limited to an 18% maximum as mandated by the University.
6. Do not wait until the end of the semester to get all receipts reimbursed. This causes a short term squeeze on our account. (ex. If you have a weekly event, request reimbursements once a month).
7. Absolutely no kegs may be purchased or brought onto University property.

8. You may not purchase hard liquor for your event without approval from SEAS administration and proper oversight. Example: An approved whiskey tasting with professional bartenders and regulated pours.
9. If your activity is on campus and using University funding:
 - a. Space in Perelman Quad is free for student groups, and can be reserved online. (<http://www.vpul.upenn.edu/perelmanquad/reservations.php>)
 - b. Events in PQ involving alcohol must be approved by and comply with the Vice Provost for University Life Director of Alcohol. (<http://www.vpul.upenn.edu/perelmanquad/alcohol.php>)
 - c. Space in SEAS buildings is free and can be reserved online. (<https://www.seas.upenn.edu/about-seas/room-reservation/>).
10. If alcohol is involved on SEAS property:
 - a. You must have an approval letter from the Dean of SEAS.
 - b. There must be one designated sober person (**no** alcohol consumption).
 - c. There must be food and non-alcoholic beverages available.
11. If more than 50 people are involved:
 - a. Wrist bands and/or tickets must be distributed to age 21+ attendees.
 - b. Bartenders and bouncers may be necessary, as mandated by the University.

Questions may be directed to the GSEG Treasurer (gseg.treasurer@gmail.com), the GSEG President (gseg.president@gmail.com), or Sonya Gwak (sgwak@seas.upenn.edu).