

SSAP 2019-2020

Funding Request Instructions

- 1) Fill out the [SSAP funding request form](#)
- 2) Wait for approval vote at SSAP meeting
- 3) Follow the instructions on this form

Proper Use of SSAP Funding

Catering Orders

1. Contact the Sustainability office about the order (preferably 3-7 days in advance - as soon as funding is approved)
2. Give all details to sustainability office via rmjacob@upenn.edu while ccing Christina (cscard@sas.upenn.edu)
 - a. food items, location, time, your contact info
 - b. Specify special conditions such who is picking up if necessary.

Materials/Online Orders

1. Identify the parts of the order on Amazon beforehand
2. Verify that it is a *PRIME* order if using Amazon
3. Email Rebecca (rmjacob@upenn.edu) (cc Christina at cscard@sas.upenn.edu) with the link info and delivery preferences (your preferred delivery address, etc.)
4. Rebecca will handle the purchase and make everything available through Amazon@Penn or if necessary, pick up from FRES
5. If materials are not from Amazon, please bring receipts for purchases UNDER \$100 to Christina for delivery to FRES.
 - a. If orders need to total over \$100, split purchases between multiple people and submit separate receipts.

Septa Transportation

1. Please contact Rebecca (cc Christina) if you've been approved for them
2. Register SEPTA Key via septakey.org
3. Contact Christina and Rebecca with your receipts from your Septa card seen online to get reimbursement after the trip

Petty Cash Reimbursement (last resort)

1. Fill out the form that you will receive from Christina in SSAP meeting
2. Deliver it to the Sustainability Office in FRES at 3101 Walnut St
3. Purchases must be made within 2-3 business days and return receipts with exact change to FRES.

RULES

- WE CANNOT...
 - Reimburse anything >2 months old
 - Reimburse any order greater or equal to \$100 (in cash)
 - Reimburse tax charges
- PLEASE DO NOT...
 - Call the caterer the day of your event!
 - Email Rebecca about an online order without at least a week's notice

Consequences of breaking the rules

- If reimbursement funding is requested...
 - Have it first approved by SSAP
 - Email Rebecca with an apology and explanation
 - PERSONALLY walk to the FRES building (3101 Walnut St)
 - Ask for Rebecca Jacob in the Sustainability Office
 - And show a receipt/signature with a description of the reimbursement
- You may put your group at risk for less SSAP funding in the future