To: BMB Applicants,

I wanted to let you know that we offer to all incoming students a one-time $1,000 supplemental expense allowance. The primary use for this money in the past was for each student to purchase a new laptop computer to help better manage your coursework. Having an up-to-date laptop is essential for your graduate training—many classes require you to bring a laptop and/or have an online component for which laptop access is the best option. However, in recent years we have found that many students arrive having already purchased a new laptop, so we decided to allow students who already have a new laptop, to use this allowance to cover the cost of other computer-related peripherals and/or moving/relocation costs.

If you choose to use this allowance to purchase a new computer, you can order from one of Penn’s approved suppliers. All computer orders are institutional purchases, so individual promotional rebates and discounts are not extended to these purchases. Below is a link to the list of approved suppliers from Penn’s Purchasing website:

http://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/supplier-search.html

Enter ‘computing’ in the commodities box to see the list of vendors who do business with Penn. If you contact the vendor directly to obtain a quote, be sure to let them know that the order will be an institutional purchase. It’s best to contact Joanne Kuloszewski before obtaining quotes directly from vendors with the exception of Penn’s Computer Connection. All pricing offered by Penn’s Computer Connection is extended to individuals as well as institutional accounts.

Once you have selected a Penn approved vendor for purchasing your computer, you need to contact Joanne Kuloszewski in the Business Office who can assist you with the purchase. Any costs in excess of the $1,000 allowance will need to be paid by personal check when you pick up your computer from our business office.

If you choose to use the $1,000 allowance to cover costs associated with relocating to the Philadelphia and surrounding area, you need to provide a list of all expenses with supporting receipts to Joanne Kuloszewski. Please note that new IRS regulations consider reimbursements of moving and relocation costs as taxable income, so the $1,000 allowance will be paid less any applicable income tax.

Please let me know if you have any questions.

Best,
Kelli