The VPF Website is mentioned throughout this guide, and is an excellent resource for MIT’s best practices, forms, and a host of other helpful information. The first category, “Buying and Paying”, covers everything listed below. The second category, “Travel Planning and Expensing”, covers the Concur system and the procedures for reporting expenses related to travel.

**Documentation and Receipts.** You are required to give ChemE Finance backup documentation of every financial transaction. Documentation may be in the form of an original itemized receipt or a packing slip. Be sure to read page 5 for specific details.

**Food:** You need an itemized receipt showing what food was purchased in stores and restaurants. If you forgot to ask for an itemized restaurant receipt, you can usually get one by calling the restaurant. You can never be reimbursed for alcohol on a sponsored account!

**Communicating with ChemE Finance.** If you need immediate assistance, remember you can always call them; it’s often the best way to resolve an issue and allows for follow-up questions.

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**Concur Travel Reports:** See instructions beginning on page 8.

**Gifts:** If purchasing a gift for over $500, contact Demetri Fadel to discuss it first.

**G/L Account Numbers:** Go to VPF and type “Frequently Used GL Accounts” in the searchbar.

**Material Group Numbers (commodity or services):** Most MIT ordering systems have a drop-down menu listing Material Group number options (used by Procurement for reporting purposes).

**Ordering Information:** See page 5 for instructions.

**ProCard (Procurement Card) Management**

- Billing Address: 77 Massachusetts Avenue, Cambridge, MA 02139.
- Go to VPF and type “Procard” in the searchbar to read the policies and restrictions.
- Spending Limits: Your limit is 3K per transaction and 15K/month. Faculty limits are higher (Kim Harmon can give you this info). If you need to increase your credit limit, contact Demetri Fadel.
- The billing cycle runs from the 5th to the 5th of each month.
- You will receive an email notification when there has been a ProCard charge.
- ChemE Finance needs cost object and backup documentation within 21 days of the charge. If you cannot find a receipt, you must use an affidavit (Cindy can help with this).

- You must provide an itemized receipt for food purchases (including restaurants). Most faculty allow for an additional tip (up to 15% max), but check with them first.

- You have 60 days to dispute a charge with a vendor. If the merchant does not rectify the issue immediately, let Demetri Fadel know.

Other Helpful Procard Info

(1) Faculty Procard Notifications. Write to Kim Harmon (kharmon[at]mit.edu) and request that you receive the email notification(s) each time your faculty use their card. Explain to your faculty that this is necessary so you know to ask for receipts, and offer to forward these emails to the faculty if they wish to continue to receive them.

(2) Federal Express. FedEx will not accept a blanket PO, but invoices are available online for 120 days and can be retrieved ~1 week after package is received by going to: Support > View/Pay Bills. Call 800-463-3339 with questions or to update your Procard information.

(3) Amazon. All Amazon orders should go through Coupa. To prevent confusion, delete your Procard number from all other Amazon accounts. You can find all recent invoices and packing slips through Coupa > Amazon (you will have to set up a new password for the account).

(4) Adobe Cloud. Discontinue using your Procard for this! The department has an Adobe Cloud license as of September 2020. Jim or John can give you the details; be sure each lab uses this license going forward to stop all monthly charges.

(5) Verizon Wireless. Verizon will not let you set up a blanket PO. Contact Scott Charpentier and request all invoices be sent to you via email (scott.charpentier[at]verizonwireless.com).

(6) Cintas and Other Revolving Charges. If faculty/lab uses a vendor that charges weekly or monthly, ask that the invoices be sent directly to you. If a vendor allows it, a blanket PO is the best option. You can set up a blanket PO with Cintas by contacting Jillian Joyce at 978-244-6719. We will discuss the best way to handle other revolving charges in the future.

(7) ProCard Receipts. You should write the account number directly on your PDF’s (include an explanation if it’s not clear what the charge was for. To do this, go into the PDF, click Fill and Sign > create a text box, and type in “Faculty Name, Account xxxxxx” (and your name if the ProCard belongs to you). Suggestion: Highlight the info in the text box by going to Tools, scroll down to “Comment”, then click on the pen icon on top and drag it down over your text box.

(8) Document Name: Quynh Dao suggests you keep it short and simple, starting with the Faculty Name or Date, Vendor, and total amount; for example: FacultyLastName_05_25_20_ACSmembership_$133.70
**Request for Payment (RFP):** Used for miscellaneous reimbursements *(not travel related).*

- For training, go to VPF and type “RFP” in the searchbar.

- First, scan a copy of the receipt(s) and save it on your desktop.

- Go to Atlas > Purchasing > Manage Reimbursements > Reimbursement.

- Type payee name and create a title that that makes sense to you (payee name – item).

- Add the G/L account (a list of GL accounts numbers can be found on the VPF website).

- When reimbursing for food, include the purpose of the meeting and list the attendees. The receipt must be itemized to prove that no alcohol was purchased (alcohol is only allowed to be charged to a discretionary account).

- Attach the receipt and type in your ChemE Finance approver’s name. Before exiting, write down the RFP number or print out the page.

- If there is a glitch in the system, an RFP might bounce back to your RFP Inbox without you knowing it. I suggest you set up a “task reminder” to check your inbox every few weeks.

**Roles Database:** To see your spending authorizations, go to VPF and type “Roles Database” in the searchbar.

**SAP/Gui:** Use this program to find account balances and see expenses. Call IS&T at 3-1101 and they will be able to set this up for you (make sure you are at your computer).

- 010 SAP > ZMIT > Reports > Summary Statement.

- Cost Objects (unknown type): Type in cost object and click green checkmark which is directly under “Summary Statement” (not the green checkmark on the top of the page).

- On the next screen, click the green checkmark on the top of the page.

- Click “Print Preview” to see account balance (next to Funds Available).

- To see individual charges, click “Detailed Trans Report” instead of Summary Statement.

- Click the orange section under “Commitment” column to see commitments and related PO.

- To print report, click print > output device > WLOC > adobe PDF.

**Shipping Department:** UPS picks up and delivers to the Shipping Department daily. The Shipping Department which serves Building 66 is at 32 Vassar Street (253-4744).
**Student/Lab Member Funding**

Each semester, the Student Office will contact you and your faculty for funding details. You will be asked to provide the following information for all students in your faculty’s lab: cost object, percentage of appointment on said cost object (100% if there is just one), type of appointment (TA, RA, Fellowship). The data is collected in a Google Sheet which is linked in the email. The document auto-saves so you just need to enter the data and then you can close out the browser. If the cost object provided expires mid-semester, your faculty’s discretionary account will be used until the cost object is renewed. The finance team will fix any account changes later. If there will be no funding for an individual for the semester, it helps if you can include a note as to why. If your faculty is a co-advisor with a faculty from another department, please contact the external faculty member (and their AA if they have one) to collect their funding information as well. If no funding information is provided, the student will be placed on your faculty’s discretionary account.

If an account is going to expire during the semester, add a “place holder” account and type it in the second or third column of the spreadsheet. Do NOT put it under notes! Instead type the account in the column and under percentage type “as backup”.

- **TA** = Teaching Assistant. Student Office already has account number.
- **RA** = Research Assistant. Need account number and percentage.
- **FE** = Fellowship. Student Office already has account number; just add percentage.
- **IG** = Graduate Instructor. Student Office already has account number; just add percentage.
- **PS** = Practice School. Student Office already has account number; just add percentage.

**Tax Exempt Forms**

For a copy of MIT’s tax-exempt forms ST-2 and ST-5, go to VPF website and type “Tax Exempt Forms” into the searchbar.
ORDERING INFORMATION

- Training and MIT’s financial policies: Go to VPF and type “Buying and Paying” in the searchbar.
- Specific questions should be sent to B2P[at]mit.edu.
- Lab members will usually purchase lab chemicals since they know what is needed.
- Storage, Refrigeration, Hazardous Materials: Contact Brian Smith (253-6238) before ordering.
- If a packing slip is missing from an order, contact the vendor directly and ask them to email you a new copy (you will need to provide the PO number).

To Attach a Packing Slip to Your Orders in B2P

- Go into Coupa, scroll down to “Recent Activity” and click “View All”.
- On right-hand side, click the truck icon. Type in the receipt date for each item and “Add File”. When you have included all packing slips, click “All”, scroll down and “Submit”.
- Exit, go back into Coupa > View All, and you will see the truck icon is gone.

To Attach a Packing Slip to a PO Created by Others: If you are not authorized on an account, email a request to business-help[at]mit.edu. Go into Coupa, Inventory > Receive > View (packing slip) > type in PO number. Add slips for each item and submit (“Consume” will be checked).

PO Approval: Your request will be assigned a requisition number and then assigned a PO number once approved. If it hasn’t been approved after a day or so: Coupa > Approvers > add the name of anyone on the list so they can approve it for you.

To Find a Purchase Order in the System: Go into Coupa, and next to the house icon Click “Orders”. Type the PO number into the box on the top right-hand corner.

To Cancel a Purchase Order: Contact the supplier directly requesting cancellation. After confirming the cancellation with the supplier, cancel the purchase order in the B2P system: Request Change > Request PO Cancellation. The cancellation will go through the same steps as a PO Change Request to ensure all approvers are aware of the change.

Missing/Unavailable Items and Closing out a PO: Your PO normally does a “soft close” in the system which means they think the order might be complete but will pay another invoice if it comes in. If an item is no longer available, first let the vendor know you are cancelling the item(s). Next, submit a “Change Request” in B2P and ask them to delete the line items of unavailable products. When confirmed, send an email to pocloseout[at]mit.edu (include the PO number) and request they close the PO. Once a PO has been closed, it cannot be reopened.

I prefer to do a Change Request so my (revised) PO has the correct total. If it doesn’t matter to you, just email the closeout request. You’ll see the invoiced and un invoiced amounts on the PO.
TO ORDER FROM COUPA E-Cat

- Hyperlink not working, so search “MIT Coupa Host” and save it on your computer.
- Choose the vendor: Add items > Review and checkout > Submit order.
- Next screen (Review Cart): Created by (add your name); On behalf of (leave blank).
- Shipping Address: This will have your info or you can change the name and room number next to “Attention”. If shipping to someone’s home, click magnifying glass, choose “ALTERNATIVE Ship” and add the person’s name and address under “Notes to Buyer”.
- Scroll down to Cart Items. Under billing, add account number into each “MIT COA” box (click magnifying glass) and submit for approval. If the cost object number does not come up, type it in the “Comments” section. You will receive email updates on the status of your order.

Miscellaneous Internal Vendor Information

- **Airgas**: Lab members will order these to be delivered to Room 66-0069.

- **Apple**: For questions about your order, call 800-800-2775 (they will ask the last four digits of your work phone number for verification). Kevin Black at kblack[at]apple.com is a good contact if you have questions about ordering Apple products. Keep in mind that Apple does not normally accept returns, so be careful when ordering.

- **VWR**: There is a VWR store in the basement of building 56. Purchasers will need a blue paper requisition (most AA’s have these), and should forward their “Order Confirmation” to you so know there was a charge and can ask the purchaser for proper backup documentation.

TO ORDER FROM AN EXTERNAL VENDOR

- Ask the vendor for a written quote. If it’s over $10K, you need at least one competing quote and a Selection of Source Form (VPF Website, type “Selection of Source” in the searchbar).

- Coupa, after “what do you need”, click the pen icon. Type description of what you plan to purchase.

- Supplier: Type in the name of the company and options will be displayed. If you do not see the correct name and address, click “Commodity” and you will be redirected to the “Request New Supplier” site. Submit the vendor info and you’ll receive an email with a “Request Form” number. Once approved, you’ll see an “(onboarding)” note next to the company’s name, which means the Supplier team is still waiting for the company’s W-9 Information. If the status doesn’t change after a few days, contact the Supplier Management Team and ask that they resend the email to the vendor (supplier_contact[at]mit.edu).

- List of Preferred Suppliers: VPF Website, type “Supplier Search” in the toolbar.
• Commodity: Examples, scroll through or type “food” “office supplies” “lab equipment”, etc. For computer supplies, click Hardware, programs and databases are software.

• Need by: Add “four days to current date.

• If item is to be sent to a different location than yours, use “deliver to new address”.

• Requisition Type: Standard (Blanket is for one year).

• Account Number: To split between accounts: List accounts > all > add percentage.

• Comments: Submit, actions-Withdraw (before final approval).

• Add to Cart > Review Cart.

• Attachments (Important): Be sure to attach the vendor quote here.

• Scroll down to Cart Items and add cost object numbers (same as Internal vendor), submit.

**Invoices**

• If you receive an invoice from the supplier, send it to invoices[at]mit.coupahost.com. Attach a single PDF invoice that includes the invoice date, PO number, and any payment instructions. Leave the body of the email blank. Put notes in subject line.

• If you receive an invoice with an additional shipping charge, do not worry, Accounts Payable deals with this all the time so do not try to adjust the PO!

• In the case of a contract, after creating the PO with the quote attached you will also need to submit an invoice to Accounts Payable to get it uploaded, approved and paid (per Rebecca Chao, Procurement). The PO will not be paid until you do this.

• To see if an invoice was paid, click on the PO and scroll down to “received, invoiced” (on right hand side about half-way down document). If you click on the amount paid you can see the check number under Payment Information. If the amount paid is zero, you should ask for the invoice directly from the supplier and send to: invoices[at]mit.coupahost.com.
CONCUR TRAVEL REPORTS

**General Help:** Write to travelsupport[at]mit.edu (include Report Key number).

**Concur Site:** Go to VPF and type “Concur” in the searchbar.

**Helpful Info:** Go to VPF and type “Travel Planning and Expensing”.

- For travel arrangements, go to VPF and type “Your Partner in Travel” in the searchbar.
- You must submit a Concur report within 30 days of the end of the trip!
- Some sponsors want all receipts; your ChemE Finance contact can find out for you.
- Travel reports first go to the Travel Office for approval and cannot be “called back” during this time. Then it goes to your ChemE approver and can be called back to make changes.
- You might not be notified when a report has been returned to you, so I suggest you keep an eye on your Concur account until the status changes to “extracted for payment”.
- Faculty and staff reimbursements are via direct deposit. Folks outside of MIT will receive a check (mailed from the West Coast) so you’ll need their home address.
- Set up your email notifications: Concur > Profile Settings > System Settings > Choose options.

- To start a report, go to the Concur website > Profile > Act As: Choose faculty name or “YourLastName DCE”. If you bypass these options, the reimbursement will be deposited into your personal checking account so be careful!

- Visitor Expenses/Hotel Charges: Most faculty use their Travel Card, but if a visitor pays for expenses you will have to create two separate Concur reports – One for the visitor’s expenses (YourLastName DCE), and the other under the faculty’s name/account.

- Taxi Receipts: You do not need a receipt for taxis less than $40, but faculty will most likely want receipts for student’s taxi expenses.

- Food Receipts: Receipts are not needed for meals $74/day or less, but faculty will most likely want receipts for student’s meals. A receipt is always necessary for anything over $75 even if the meal was split between two people.

- Seat upgrades from Coach must be charged to a discretionary account! You will have to deduct the difference between economy and the upgraded class if charged to a sponsored account. For dates, go forward two months using same day of the wee), and use the cheaper amount for the sponsored account report (Expedia is a good tool for this). Then create a new entry, "Airfare Upgrade Fee", put the difference in price there, and charge this amount to a discretionary account.
- To add documentation that does not fit into a specific category, click on “receipts” on the top of the report (left-hand side) and add.

- If you delete a receipt from a report, it will go back to “Available Receipts”.

- If someone is missing a receipt, go to the VPF website and type “Missing Receipt” in the toolbar; follow the directions and ask traveler to fill out the relevant information for you.

- Benefit to Project: I usually use “For dissemination of information”. If charging to a discretionary account use “Non-Sponsored Activity”.

- If part of the trip was paid with a personal card and a travel card, you need to submit two separate reports.

- To split costs between several cost objects, go to main page, click Details > Allocations, All > Allocate selected expenses > Percent.

If someone charges something to Travel Card by mistake

- Move the charge to a new Concur Report and mark it as “Personal (Do Not Reimburse)”.
- In the Comments section, write that a reimbursement check will be sent to Travel.
- Ask user to make the check out to “MIT”, with the Report Key number in the memo area, and send it to Travel (NE49-4037).

If a sponsor is reimbursing for part of the trip, but the charges are on the Travel Card:

- Put through the travel report with original receipts as normal.
- Ask sponsor to send a check made out to MIT and send it directly to you.
- Write the report Key number in memo space and send to Travel, NE49-4037.
- If the sponsor wants to pay by wire, go to VPF Website and type “Pay by Wire Transfer” in the searchbox.

Before submitting the report:

- Go to the “details” section, and change the date of the report to today’s date.
- In the comments section, type: “All sponsor’s requirements have been met”.
- To manually route the report to a ChemE approver: Expenses, View Reports, Click the report, Details, Approval Flow, type name under Cost Object Approver.
- All original copies should go to ChemE Finance.