

**VICE PRESIDENT OF FINANCE (VPF) WEBSITE:** <https://vpf.mit.edu>

The **VPF Website** is an excellent resource for MIT's best practices, forms, and other helpful info. "Buying and Paying" covers everything below; Travel Planning and Expensing" covers the Concur system and the procedures for reporting expenses related to travel.

**Documentation and Receipts.** You are required to provide backup (packing slip or itemized receipt) for every financial transaction within 5 business days of the transaction. Procard receipts must be downloaded to Quickbase within 21 days.

**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. Alcohol can never be charged to a procard or sponsored account! Tax cannot be reimbursed no matter how you pay, with the exception of Grub Hub deliveries.

**Coupa, Buy to Pay, and B2P.** These all refer to the same thing and can be found at mit[dot]coupahost[dot]com.

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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 "Active GLs". Click "General Ledger (GL) Accounts" and choose either Frequently used or All GL accounts.

**Material Group Numbers:** Most MIT ordering systems have a drop-down menu listing Material Group numbers (used by Procurement), and can also be found on VPF.

### **ProCard (Procurement Card) Management**

- Tax-exempt Bank of America Visa card, administered by Kim Harmon [kharmmon\[at\]mit.edu](mailto:kharmmon[at]mit.edu). Policies and restrictions can be found on VPF by typing "Procard" in the searchbar.
- Procard Billing Address: 77 Massachusetts Avenue, Cambridge, MA 02139.
- Spending Limit, Billing Cycle: Admins 1,500/transaction and 3K/month; faculty limits are higher (ask Kim Harmon for specifics). If you need to increase your credit limit, contact Demetri Fadel.
- You will receive an email notification when there has been a ProCard charge. Add the itemized receipt (with cost object and description) onto Quickbase within **21 days of the date of the charge**. See next page, Item 7, for more info regarding Quickbase.
- You have 60 days to dispute a charge with a vendor. If the merchant does not rectify the issue immediately, let Demetri Fadel know.

## Helpful Procard Info

- (1) **Faculty Procard Notifications.** Write to Kim Harmon ([kharmmon\[at\]mit.edu](mailto:kharmmon[at]mit.edu)) and request that you receive the email notification(s) each time your faculty use their card.
- (2) **Tax on Grub Hub Orders (updated 07/20/23).** Tax is allowable on Grub Hub food delivery only, no matter how it was paid (cash or Procard).
- (3) **Tax on Other Food Delivery Services:** If tax is included on a receipt from (for example) Door Dash or a local vendor, the person who placed the order should contact the vendor, send them MIT's two tax exempt forms and ask for a refund (these can be found on the VPF website, type "Tax Exempt Forms" into the searchbar).
- (4) **Federal Express.** FedEx invoices are available online for 120 days and can be retrieved at: Support > View/Pay Bills. Call 800-463-3339 with questions or to update your Procard information.
- (5) **Adobe Cloud.** Discontinue using your Procard for this! The department has an Adobe Cloud license as of September 2020 (check with Jim or John for details).
- (6) **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](mailto:scott.charpentier[at]verizonwireless.com)).
- (7) **Cintas and Other Revolving Charges.** Create a blanket PO (expires after one year) and ask vendor to send the invoices directly to you. To set up a new Cintas account, your best bet is to work with Ronald Hauswirth (I had no luck for six months until he stepped in).
  - Ronald Hauswirth ([hauswirthr\[at\]cintas.com](mailto:hauswirthr[at]cintas.com)), delivers to Building 66 (on Wednesdays).
  - Matthew Brousseau ([brousseau\[at\]cintas.com](mailto:brousseau[at]cintas.com)) is MIT's supply contact.
  - Customer Service: 978-319-4552.
- (8) **Add ProCard Receipts to Quickbase:**
  - The app is available at: [mit.quickbase.com](https://mit.quickbase.com).
  - Your Inbox displays a list of recent charges for which documentation is needed.
  - You no longer have to follow any kind of format for the title of your receipts or add any specific info to your receipt.
  - Click the green "Go to P-Card Form" button to upload your receipt and enter your documentation in the P-card form (amount of the charge, account number, justification).
  - If you are adding a GrubHub receipt you can add a note like "According to Kim Harmon, tax is acceptable for Grub Hub food deliveries".
  - Refunds and International Transaction Fees: You would need to mark the original charge as "Anticipating Refund" or "Anticipating International Transactions". Then on the form for the refund or international transaction fee, all that's needed is to select the original charge from the dropdown list. If you are not sure what to do, ask Sean Vo for assistance.

**Request for Payment (RFP):** Used for miscellaneous reimbursements

- For training, go to VPF and type “RFP” in the searchbar.
- Do not create an RFP for travel-related expenses, those should go through Concur.
- RFP’s must be submitted within 30 days of purchase date. If you have an older receipt, ask Demetri and Catherine for permission to put through the reimbursement.
- The receipt must be itemized with dates, purpose of meeting and list of attendees.
- Taxes are not reimbursable. To avoid this, you can give the purchaser MIT’s tax-exempt forms (ST-2 and ST-5) to use at the point of purchase. These can be found on the VPF website, type “Tax Exempt Forms” into the searchbar.
- **If you are given a restaurant receipt with tax included:** If someone paid for tax on a meal at a restaurant or has food receipts for a meeting, you can submit it through Concur as a “local meeting” (as long as it wasn’t charged to a Procard!) and the tax can be reimbursed (per Katy Featherstone, Travel, June 2023). Use “Business Meeting” as the category (not meal).
- Save scan of receipt > Go to Atlas > Purchasing > Manage Reimbursements > Reimbursement.
- Type payee name and create a title 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).
- Attach the receipt and send to your ChemE Finance approver (save RFP # for your records).
- Sometimes there is a glitch in the system and an RFP might bounce back to you without notifying you. After submitting an RFP, check your RFP inbox in a few days to be sure it was sent to ChemE Finance.

**Requisitions (Paper):** Paper requisitions are used for in-house services like VWR in the basement of Building 56. These are available from Accounts Payable (NE49, third floor), but call first (253-7000) and remember to bring your MIT ID if they ask you to pick them up in person.

**Roles Database:** To find 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, FedEx:** You can send UPS and FedEx packages through the Shipping Department which serves Building 66 (32 Vassar Street, 253-4744). Directions: Go to the basement of Building 16 and walk towards Building 56. At end of hallway (Building 16) go right, and then take another right onto the ramp. Take the next left, and the loading dock will be on your right. There is also a FedEx box in the MIT Medical lobby across from the Police Desk in Building E23.

### **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 the 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](mailto:B2P[at]mit.edu).
- Storage, Refrigeration, Hazardous Materials: Contact Brian Smith (253-6238) before ordering.
- If a packing slip is missing, contact the vendor directly for a new copy.

**PO Approval:** If you need your requisition to be approved quickly: Coupa > Approvers > add the name of anyone on the list so they can approve it for you.

**To Find a PO in the System:** Coupa > next to the house icon click "Orders" > type the PO number into the box on the top right-hand corner.

**If an Item is Missing from an Order:** Call the vendor directly (their phone # will be on the PO).

### To Change or Cancel a PO

- Always cancel with the vendor first (call their phone number listed on the PO).
- To Cancel **Individual** Items: For details go to VPF website and type "Cancel PO" in the search bar. When you submit a change request, you'll receive a confirmation within a week and the PO will be adjusted accordingly. Another option is to just close out the PO if you've received all of the other items and MIT will assume you don't want whatever has not been received. I prefer to cancel items so my PO totals are accurate.
- To Cancel an **Entire** PO: Simply write to [pocloseout\[at\]mit.edu](mailto:pocloseout[at]mit.edu) and include the PO number (see VPF note above). 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. Once you close a PO, B2P will assume you've received everything. Be careful because this cannot be undone.

### Packing Slips / Inventory

- To attach a packing slip to an order you placed: Coupa > Recent Activity > View. Click the truck icon on the right-hand side, type in receipt date, add PDF of packing slip, click all, and submit. When you exit Coupa and open it again, the truck icon will be gone.
- To attach a packing slip to an order someone else placed: Coupa > Inventory > Receive > View (packing slip) > type in PO number. Add slips for each item, click "all" next to the item and submit ("Consume" will be checked). **If you do not see the "Inventory" option in Coupa, ask your ChemE Finance contact to give you access.**
- To view the "Unreceived" list of items ordered by faculty and lab members (so you know what packing slips are missing): Coupa > Inventory > Unreceived Orders.

## **TO ORDER FROM COUPA E-Cat**

- Search for “MIT Coupa Host” and save the link 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, unless you want to add another person to have authority to edit the PO).
- 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@apple.com](mailto:kblack@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. These are available from Accounts Payable (NE49, third floor), but call first (253-7000) and remember to bring your MIT ID if they ask you to pick them up in person.

## **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: If the vendor is not listed as a supplier, go to main page of Coupa, near the top right side look for “Forms” and click “New Supplier”. You will need to add the first and last name of the president of the company (or whoever can provide the company’s tax info), an email, and phone number. This prompts MIT’s Supplier Management Team to request W-9 information directly from the company. If you have questions, email ([supplier\\_contact@mit.edu](mailto:supplier_contact@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](mailto: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 and put your notes in the 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](mailto:invoices[at]mit.coupahost.com).
- When all funds are paid against a PO, the system will auto-close it if there is no activity after a few months.

## CONCUR TRAVEL REPORTS

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

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

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

### The Basics

- Reports must be submitted within 60 days of travel!
- To start a report, go to the Concur > 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!
- Set up your email notifications: Concur > Profile Settings > System Settings > Choose options.
- Most AA’s Travel Cards have a limit of 25K per month, faculty limits are higher and vary.
- The Travel Collaborative can help AAs, students and/or faculty with travel arrangements. They can be contacted by going to the VPF site and typing “Your Partner in Travel” in the searchbar.
- Most sponsors want all receipts; your ChemE Finance contact can find out for you are unsure.
- You might not be notified if a report is rejected so keep an eye on your Concur account until you see an email with the status changed to “extracted for payment”.
- Folks outside of MIT will receive a check (mailed from the West Coast). You will need to include the traveler’s home address (unless it is a faculty member) no matter how they are being reimbursed.
- If asked to create a report for a someone you do not normally work for (other than a student or visitor), you will need to become their delegate first. The traveler must go into their Concur account-Profile and add your name under “Expense Delegates”. When you are done, you can ask them to remove your name so you don’t get future emails related to their account.
- Hotel Charges: If you (or faculty) use a Travel Card to pay for a visitor/student’s hotel stay, you will have to create two Concur reports: One for the visitor/student (YourLastName DCE), and the other under the name of the Travel Card owner. Write a note in comments listing both travel report numbers so Travel know they are related to the same trip.
- Hotel booked through Third Party: You don’t need an itemized receipt if the payment went to a third party such as booking.com (they can’t provide the breakdown anyways).
- Taxi Receipts: You do not need a receipt for taxis less than \$40 (unless faculty want them).
- Food Receipts: Receipts are necessary for meals \$75 or more per day, so cap the total at \$74.99 if you have no receipts. If a meal was split between two people, you will still need the original receipt if the total is over \$75. Faculty will decide if receipts are necessary for student reimbursements.
- Airfare **upgrades** must be charged to a discretionary account. In order to find the difference between an economy and upgraded class fare, it’s best for the traveler to print out both totals

before booking the trip. If not, you will have to figure out the difference by going **four weeks** beyond the travel date using same day of the week and print out the economy fare. Then under Airfare, "Create Itemization" and include the cost of an economy ticket and a second category called "Airfare Upgrade Fee" so both itemizations equal the cost of the upgraded ticket.

- If you delete a receipt from a report, it will go back to "Available Receipts".
- To delete a receipt from a profile: Click "Available Expenses". Click on the receipt, then minimize the screen and you will see a delete button if you scroll down to the bottom of the image. It's tricky and might take a few tries if you keep getting bounced out of the receipt.
- To add a new receipt or image that does not fit into a specific category: Manage Receipts > Manage Attachments > exit the document > Add > Insert the file and save. The new receipt will be added as the first page of all of your 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.
- Allocations: To add additional accounts, go into each category, click Allocate > Add > Insert the additional account number > Change percent in box next to additional account number. Once you've added the new percentage to charge the additional account, the original account number will change to the remaining percent accordingly. To see at the allocation breakdowns, go to Print/Share > MIT Detailed Report.
- Benefit to Project: I usually use "For dissemination of information" for conferences. If charging to a discretionary account use "Non-Sponsored Activity".
- **Status of Report:** Report Details > Report Timeline. "Pending Cost Object Approval" means it is being reviewed by ChemE Finance; "In Accounting Review" means it is pending in the Travel Office.

#### **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. Then ask person who made the purchase to write a check out to "MIT" with the Report Key number in the memo area, and mail it to Travel (NE49-4037).

#### **If a sponsor is reimbursing traveler for part of the trip, but the charges are on a 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 (with explanation).
- If the sponsor wants to pay by wire, go to VPF Website and type "Pay by Wire Transfer" in the search box for instructions.

#### **Before submitting the report:**

- Change the date of the current report: Go to Report Details > Report Header.
- To manually route the report to a ChemE approver: Expenses, View Reports, Click the report, Details, Approval Flow, type name under Cost Object Approver.