The

Student Activities Office

Finance Newsletter
http://studentlife.mit.edu/sao

Tips and Pointers From the Office

- ✓ **Do not attach Social Security Numbers, Bank Account Numbers and Credit Card numbers** to RFPs**.**
    - o This is **PERSONAL INFORMATION**. Blackout any of the numbers on information you attach.

- ✓ No RFPs are processed until the original receipts are received at SAO. Did you turn in your receipts?

- ✓ **Cost Object = account number.**

- ✓ **use GL 420254 for food**. This is a change. Do not use 421000.

- ✓ Remember that you can add multiple receipts/ line items to an RFP
    - o Each event/receipt does not need it's own RFP

- ✓ **Visit our website for updated information and copies of all available training slides**

MIT has gone Digital

The financial systems here at MIT have gone Digital therefore throughout this year we have been transitioning our systems to adjust to this change. We appreciate your patience!

Things you should remember:

- ❖ All request for reimbursements up to $5,000 must be completed online using the RFP through SAPWeb.

- ❖ Request for Payment under $500 should be processed through SAPWeb

- ❖ Travel Reimbursements for MIT Students, Faculty, and Staff should be completed online
    - o See article on next page

- ❖ Travel Reimbursements for non MIT should still be done using the paper travel expense form

Meet the New Staff

On March 7th, Dan Watts became the new Program Assistant for the Student Activities Office. Before joining the staff at SAO, Dan worked in land use planning and bicycle transportation for the City of Boston and Harvard University. Dan has a B.A. in Urban Affairs and Planning from Virginia Tech and lived in Oregon prior to moving to New England. In his spare time, Dan enjoys reading history, racing bicycles and long walks on the beach.

Event Registration:

As we enter the second half of the semester and the number of events on campus increase, it's important to review the process that SAO follows when registering events to make the process run as smoothly and quickly as possible. Follow the bullets below to ensure a timely

and worry free processing of your event registration.

- Space Confirmation: If the event is being held in a CAC space or a classroom contact SAO or FSILG. If it's a dorm contact Residential Life Programs.
- Alcohol Approval & Licenses: If you plan on serving alcohol at your event be sure to follow the alcohol guidelines available in W20-549 or on the SAO website. You can also find information either in our office or online about City of Cambridge entertainment licenses and whether or not you'll need one.
- Police Approval: MIT Police review and approval of your event application is available before 2:00 pm at the branch office in the Stratton Center or at the main office on Vassar St. until 4:00 pm
- Once you've received all of the needed signatures bring the form to W20-549 at least

five days prior to your event.

Online Travel Reimbursement For Students, Staff and Faculty:

Please go to:

http://web.mit.edu/sapweb/PS1/procurement_home.shtml

1. Each student must complete their own form.

2. In the left hand column, click Concur Travel Expense

3. You will need MIT certificates to proceed

4. You want to go to expense, then new report

5. Then fill in the blanks on the header.

6. Then click next enter the types of expenses, and attach receipts

7. Make sure to attach a note/e-mail from the groups financial signatory saying they are approving the expenses and the amount.

8. Once you click submit it goes right to SAO (Kerri Mills)

Update your Signatories

Reminder that the end of the year is coming and some groups are electing new officers. Please make sure to update the ASA Database for recognized groups and Residence Facilities should e-mails funds@mit.edu to have their signatories updated.

SAPWeb Access

At the end of the Fiscal year (June 30th) reporting access for signatories automatically expires. If you are going to remain a signatory next year please e-mail funds@mit.edu to update your reporting access.

FUNDS@MIT.EDU

Funds@mit.edu is the main e-mail address for any financial questions, and concerns of the Student Organizations here at MIT. Some students have expressed that funds can be a black hole of sorts. Please know that we are trying to increase our communication and efficiency. We have started this process by implementing the RT tracking system on the Funds e-mail list. The average turnaround time for e-mail response is 48 business hours. Please continue to let us know if you have questions or concerns.

Reminder, the Student Activities Office is open Monday through Friday, 9 am until 5 pm.

Student Leader Awards

Please join us to recognize and celebrate you at this year's Student Leader Awards ceremony!

The SLAs exist to honor student leaders and student organizations that make outstanding contributions to the MIT community - which includes all of you. You are all students that create opportunities and provide support to other students and student groups at MIT. We encourage you to RSVP for the Student Leader Awards here: https://spreadsheets.google.com/spreadsheet/viewform?formkey=dGVoMFBVaThQYVg1RTdpal9hbXItRmc6MQ, if you are a definite for attending – this way we will have an idea of how many people to expect – but please feel free to show up on the day-of as well.

Please RSVP by Friday, May 6th. Refreshments will be provided. The awards presentation will start promptly at 1:30pm and will last for about an hour. We hope to see you there!

Want more information? http://studentlife.mit.edu/sao/sla   Questions? sla-info@mit.edu

Updated Wiring Instructions for Gifts to MIT

Gifts in U.S. dollars and in foreign currency may be wired directly from a bank to MIT's bank by providing the sending bank with the following wire transfer instructions:

Name of bank to wire funds: Bank of America, NA

Bank address: Bank of America, NA 100 Federal Street, Boston, MA 02110

WIRE PAYMENT ABA Routing Number: 026 009 593

ACH ABA Routing Number: 011 000 138

SWIFT Code: BOFAUS3N

DDA Account Number: #004622832542 (MIT RSO Gift Receipts)

Wire Details: Please include Name of MIT Program, or MIT account number, or MIT invoice number to credit.

It is critical when making a wire transfer that you alert MIT in advance so that the gift will be properly credited when received at MIT's bank. To advise of an anticipated wire transfer, please send a fax, letter, or e-mail to the Office of the Recording Secretary (see contact information below) with the following information:

Name of donor
Amount of wire transfer
If gift is not in U.S. dollars, specify currency (i.e., Japanese yen, Euro dollars/Euros, Swedish krona, etc.)
Purpose of gift/gift designation
Name/location of sending bank
Date of expected transfer
Please send all U.S. or foreign bank wire transfer information to:

MIT Office of the Recording Secretary

Fax: 617.258.8316   Phone: 617.253.5048   E -mail: bankwire@mit.edu