FINANCIAL INFO

PROCUREMENT WEBSITE: https://procurement.mit.edu/

The **Procurement Website** is an excellent resource for MIT's best practices, forms, training, and other helpful info. The "Purchasing" tab covers ProCard, RFP, and Coupa/Buy2Pay. The "Travel" tab covers Travel Cards and Concur.

Procurement quick overview: You are responsible for backup (packing slip or itemized receipt) for every financial transaction. These can generally be sorted into four categories:

- Procurement Card/ProCard:
  - A corporate credit card
  - Receipts required on Quickbase within 9 business days.
  - Tax cannot be reimbursed, with the exception of Grubhub purchases
  - Guide to which purchases are allowed

- RFP
  - Reimbursements for MIT business transactions made from personal funds
  - Receipts required on Atlas within 30 days.
  - Tax cannot be reimbursed, with the exception of Grubhub purchases

- Coupa/Buy to Pay/B2P
  - Purchases placed directly through MIT's purchasing system for participating vendors.
  - Proof/verification of receipt required.
  - Includes catalogues for common suppliers to make easy purchases

- Concur/Travel:
  - Receipts for travel expenses
  - Purchases made on corporate Travel Cards go directly here
  - Tax IS allowed
  - Food purchased for meetings can be processed here

PROCUREMENT CARD/PROCARD/PCARD MANAGEMENT

- Tax-exempt Bank of America Visa card, administered by Kim Harmon kharmon@mit.edu. Policies and restrictions can be found here
- **You will receive an email notification when there has been a ProCard charge, from you or from your faculty. You must add the itemized receipt onto Quickbase within ~10 days of the date of the charge (#4 below).**

- 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 ChemE Finance.
- You have 60 days to dispute a charge with a vendor. If the merchant does not rectify the issue immediately, let ChemE Finance know.
- **If you charge something to a ProCard by mistake:** Contact Kim Harmon (she will ask you to reimburse the amount by check and might threaten to cancel your ProCard if it happens again).

Helpful ProCard Info

(1) Faculty ProCard Notifications. Write to Kim Harmon (kharmon@mit.edu) and request that you receive the email notification(s) each time your faculty use their card.

(2) Tax. Tax is not allowed on ProCard charges. If tax is included on a receipt, 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 search bar).

a. **The only exception to this is Grub Hub Orders (updated 07/20/23).** Per Kim Harmon, tax is allowable on Grub Hub food deliveries **only**, no matter how it was paid (cash or ProCard). If you're using this exception, make a note of it in the "comments" field.

(3) Federal Express. FedEx invoices are available online for 120 days and can be retrieved at "View & Pay Bill" after you have logged in.

(4) Add ProCard Receipts to Quickbase:

a. The app is available at: mit.quickbase.com.
b. Your Inbox displays a list of recent charges for which documentation is needed.
c. 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).
d. Refunds and International Transaction Fees: First mark the original charge as "Anticipating Refund" or "Anticipating International Transactions". Then on the form

for the refund or international transaction fee, select the original charge from the dropdown list. If you are not sure what to do, ask Sean Vo for assistance.

(5) Recurring Charges. For recurring charges on the ProCard, like subscriptions that are billed monthly, you can set up a template on quickbase by filling out the form for the charge and clicking “use this form as a template” (blue button) at the bottom of the page. This will save information like the justification, cost object/account number, and G/L, and will save you lots of time! Your templates are displayed under your inbox on your Quickbase homepage.

REQUEST FOR PAYMENT (RFP)

Used for miscellaneous reimbursements

- General information: https://procurement.mit.edu/purchasing-methods/request-payment
- Do not create an RFP for travel-related expenses, with the exception of local (Boston area) taxi/rideshare/parking charges. All other travel expenses should go to Concur.
- RFPs must be submitted within 30 days of purchase date. If you have an older receipt, ask your finance person for permission to put through the reimbursement.
- For meals at meetings (including catering or business meetings at restaurants), receipt must be itemized with dates, purpose of meeting and list of attendees- see “Food” at the end of this document.
- 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.
- Start at atlas.mit.edu and go to 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 (see “G/L accounts” at the end of this document).
- Add the cost object/account number- you will generally have to ask your faculty what cost object they want any particular expense sent to.
- Attach the receipt (if paper receipt, scan it in) and send to the ChemE Finance person who works with that faculty member (save RFP # for your records).

COUPA/BUY TO PAY/B2P

These are all names for the same thing! This is MIT's purchasing site for known vendors. It is the only way to pay directly from an MIT account to use this site. To use the site, you create a Requisition for a product or service, which is then approved and turned into a Purchase Order. The Purchase Order (PO) is sent to the vendor, who fulfills the order and sends in an Invoice to be paid. You don't need to deal with payment, but do need to mark the order as Received once the item has arrived or service has been completed.

- Training and MIT's financial policies: https://procurement.mit.edu/purchasing/using-buy-pay
- Specific questions should be sent to B2P@mit.edu.
- Storage, Refrigeration, Hazardous Materials: Contact Brian Smith (253-6238) before ordering.

How to order

- Ask the vendor for a written quote (in some cases, they may have already delivered the item and have an invoice ready instead of a quote). If it's over $10K, you will need to submit a Selection of Source Form (VPF Website, type "Selection of Source" in the search bar). This will require some input from your faculty.

- On the home page, click "Not sure? Let us guide you" and follow the prompts.
  - Pick a supplier from the dropdown menu.
    - 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 a financial contact, 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).

  - Requisition Type: One-off purchases should be a Standard type. If you are banking a large amount of money that the supplier will then go through slowly (for example, an annual budget for lab coat laundry, or DNA sequencing, that the vendor will send a bill to every month), use a Blanket request.

  - Once you have completed the prompts, you will have to click into your cart (top right) to complete the requisition.

  - Attachments (Important): Be sure to attach the vendor quote or invoice here, and the Selection of Source form if it's required (over $10k)

  - Scroll down to Cart Items and add cost object numbers by clicking the magnifying glass. The website will automatically assign a G/L category (see "G/L" at the bottom of this document). These are often wrong, and you should always double check them and change if necessary.

To Find a PO in the System: If you know the PO or Requisition number, type it in the search box. If not, go to Orders and use the filters to search. A good way to view all orders for one lab is to use the filter "Account" – "Contains" and input the faculty's last name, as all their accounts will have their name in them somewhere.

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 Add, Change, or Cancel **Individual** Items: At the bottom of the PO, use the "Request Change" button. When you submit a change request, you'll receive a confirmation within a week and the PO will be adjusted accordingly. Another option for cancelling items 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: Write to pocloseout@mit.edu and include the PO number. PO's 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 or that you do not want any unreceived items (these will drop off your unreceived inventory list). Be careful because this cannot be undone.

Receiving Orders

- Everything ordered through B2P (including services in addition to objects) must be confirmed as Received when you get it. You can do this by clicking "Receive" at the bottom of a PO, or using the truck icon that shows up on the home page next to your recent purchases.
    - If you are receiving something that **you** ordered, you just have to mark it.
    - If you are receiving something that **someone else** ordered, you must attach a packing slip. These usually arrive with the packages and you will have to scan them. Check with your faculty regarding how items ordered by lab members/faculty are handled- some labs handle their own receiving, while some will want the AA to do it.
- 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. **If you do not see the "Inventory" option in Coupa, ask your ChemE Finance contact to give you access.**

To order from a Coupa E-Catalogue

- Some of the most common vendors (like Amazon, Staples, Best Buy, etc) have "Punchout Catalogs" that are shown on the Coupa homepage. If you are ordering from a company with a catalogue, use the catalogue!

- Choose the vendor and select the items you need on their site. When you go to check out, it will route you back to the B2P site, where you can complete the PO as usual.

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 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.

- **Avantor/VWR:** There is a VWR store in the basement of building 56. Orders can be placed through the Coupa Punchout Catalog called "Avantor Stockroom"

Invoices

- Most of the time suppliers will send invoices straight to B2P themselves, and you won't have to deal with them. If you do receive an invoice from the supplier, send it to invoices@mit.coupahost.com. Put the PO number in the subject line and attach the invoice as a PDF. Leave the body of the email blank.

- 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@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.

Inventory (Unreceived List)

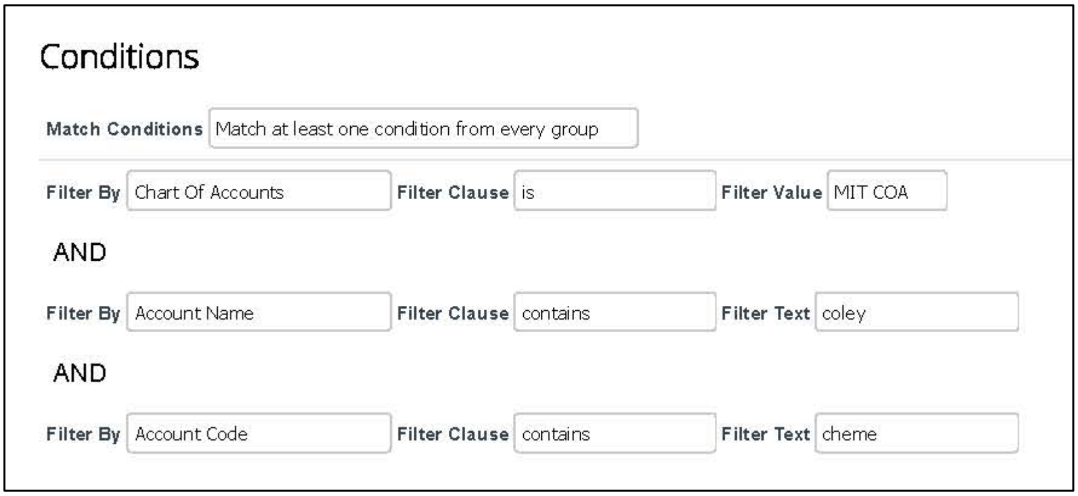
To see the "Unreceived List" for the labs you support, you must first create a "View":

- Go to Coupa, click Inventory, then Unreceived Orders.

- Next to "View", click the down arrow, scroll to the bottom and click Create View.

- Create the name, for example for Hammond you would write "(ChemE)Hammond-Unreceived"

- Conditions: **See below**, and be sure to click the green plus sign at the end of each line.



- Once done, scroll down to the bottom of the page and click SAVE.

- Exit Coupa, then sign back in, Click Inventory, Unreceived Orders, and next to View choose the faculty list you wish to see.

Check with your faculty and lab members about how they want to handle orders. In many labs, the lab members will use Coupa on their own to make purchases. It's best if they mark all their own orders as received when they come in, rather than having to communicate with you, but some labs will prefer to give you packing slips and have you mark as received. It is your job to make sure they know how to use B2P correctly and mark receipt of items in a timely fashion, if relevant.

Here are some directions you can pass on to your group regarding how to receive:

1. Go to Coupa > Recent Activity > View All.

2. Click the truck icon on the right-hand side of the page to see your unreceived items, type in the quantity received, add the date, and submit.

3. When you exit Coupa and open it again, the truck icon will be gone.

4. If you wish to cancel the entire PO: First inform the vendor that you are cancelling the order. Next write to pocloseout@mit.edu and include the PO number in the email title. This will cause the PO to be removed from the "unreceived" inventory list (it takes about a week).

CONCUR TRAVEL REPORTS

All travel expenses outside of the Boston area must be reimbursed through Concur, regardless of whether it was purchased on a Travel Card or through personal funds. Local travel can go here too, but can also go to RFP.

Concur Site: https://concur.mit.edu

General Help: Write to travelsupport@mit.edu (include Report Key number) if you have questions.

Training Info: Information and trainings are at https://procurement.mit.edu/travel

Travel cards: Corporate credit cards that are used specifically for travel expenses. Purchases on these cards will automatically show up on the Concur website.

The Basics

- 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.
- If asked to create a report for a **faculty member you do not work for**, you will need to become their delegate first. To do this, they access concur.mit.edu->profile settings->expense delegates and add your email, checking all the boxes. When you are done with the report, ask them to remove your name so you don't get future emails related to their account.
- To start a report for **someone else at MIT**: Concur > Profile > Act As: choose their name.
- To create a report for a **non-MIT person** (such as a travelling guest speaker who your faculty agreed to reimburse), you will need their full name and home address, as the reimbursement will be mailed as a check. You will also need to have a "Guest" account set up in order to do this. Write to travelsupport@mit.edu to set up a guest account.
- Reports must be submitted within 60 days of travel!
- Sometimes people will use travel cards to book trips that are far in the future. If this happens, you need to create a report to "park" those charges in until you are ready to do the full reimbursement, which can only happen after the trip. You don't have to fill in any details in the report yet other than the dates of travel. If you assign the travel card expenses to a report with travel dates in the future, the expenses won't get flagged as delinquent.
- Concur can be used to pay for food purchased in the Boston area, for restaurant business meals, lab group meetings, etc. Use the Trip Purpose of "local travel and meals" in the report header. Tax IS allowed. If non-MIT people are involved, you must use the "Business Meeting/Meals" Expense Type and include attendees, business purpose of meeting, etc. For MIT lab group meetings, the "Meals (Breakfast/Lunch/Dinner)" Expense Type is usually fine.

To book a Trip through the Travel Collaborative:

- This is an MIT-approved travel agency. Using them is not required, but they 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 search bar. Hannah Cross (hcross@mit.edu) has extensive experience dealing with them and can help you with basic info and answer general questions.
- You can also contact them through email at triplets@travelcoll.com (Dimitra, Donna and Anita). You can set up a profile for a faculty member with them, including things like frequent flyer numbers, seat preferences, and credit card info. Then, once they have the profile, you can just email them and ask to book whatever trip you need and they will take care of it and send possible itineraries for you to choose from. They charge a $40 administrative fee for each booking, but they often can get discounted tickets, so it balances out.

Concur Report Header Notes

- Benefit to Project: For most trips on sponsored accounts, use "For dissemination of information"- this is usually used for conferences and is a good default unless the person specifies the trip had a different purpose. If the trip is being charged to a Discretionary account use "Non-Sponsored Activity". If charged to both a Sponsored and Discretionary account, use the Sponsored account benefit (not 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.

Receipts

- **Rideshare Receipts:** Categorize lyft, uber, and other rideshare companies as "Car Service"
- **Taxi Receipts:** You do not need a receipt for taxis less than $40 (unless faculty want them).
- **Food Receipts:** All food receipts must be itemized. Receipts are necessary for meals $75 or more per day, so you should cap the total at $74 if you have no receipts (most likely only faculty will ask for reimbursement without a receipt). If a meal was split between two people, you will still need the original itemized receipt if the total is over $75. Faculty will decide if receipts are necessary for student reimbursements.
- **Per diem:** some faculty will ask for a "per diem" reimbursement, which means an allowable amount to spend on food and small sundries while travelling internationally. You can find this information from the US State Department (https://aoprals.state.gov/web920/per_diem.asp). Input the location they're visiting and use the "M&IE" column to see the per diem maximum. ONLY use the Per Diem category for international trips on Concur. For domestic trips, use "Meals".
- **Alcohol:** If alcohol is included on a food receipt, it must be itemized separately from the food, put under "alcohol", and charged to a discretionary account.
- **Business/first class airfare:** Airfare upgrades from economy must be charged to a discretionary account. In order to find the difference between an economy and upgraded class fare, tell the

traveler to print out both totals before booking the trip. If not, you can figure out the difference by going to the same airline and looking at the same trip four weeks in the future, using same day of the week as the original trip, and screenshot the economy fare. Once you have both receipts, follow the directions below (see **If someone upgraded their Flight from Economy Class**).

- **Missing Receipts:** If someone is missing a receipt, they will need to fill out the missing receipt affidavit: https://vpf.mit.edu/missing-receipt-affidavit, which you can then attach to the expense entry.

Specific Cases

If someone upgraded their Flight from Economy Class:

- Put in the total of the upgraded flight and add the receipt.
- Then check the itemizations: (1) Airfare, type in the economy price here; (2) Airfare Difference, put the upgraded amount here
- Save, and an error will come up telling you to add the destination. Go back and add, then save and exit, go back in and hopefully everything is correct now.

Extending a Trip for Personal Reasons:

- If it's a lab member rather than faculty, be sure they have approval to extend their trip.
- Ask the traveler to provide you with two airfare documents: one with their actual flight and the other to compare the price as if they had flown directly back and forth to Boston.
- Both ticket prices must be obtained on the same day, **using the same Airline**, same class, same approximate time, same number of stops. If the extended trip portion costs more the difference is non-reimbursable. Travel requires these comparison documents even if it costs less to extend your trip.

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.

Lab Member Info (see next page): I send the following travel info to lab members so they are prepared ahead of time and have an idea of the receipts I will be asking for when they return. This is especially helpful so they know in advance what documentation they need from an airline if they are extending a trip for personal reasons. Feel free to edit it to suit your needs!

TRAVEL INFO FOR LAB MEMBERS

Always book as early as possible to get the best rates! In almost all circumstances, conference travel is only for presenting authors when they are sharing an oral presentation or poster because we can't charge these costs to research grants without a direct benefit to the project such as dissemination of results. Do not extend your trip beyond one day before/after your conference dates without clearing it with your Faculty first. If they approve, let the Administrative Assistant know and follow the directions under "Extending a Trip" when booking your flight.

Travel Arrangements: Check with your PI about whether you should make your own arrangements for registration, airfare and hotel, or whether they will do it for you. If paying in advance is a financial burden, contact your AA to arrange these purchases for you.

Airfare: You must always fly economy class. Your receipt must show your name, flight number, airline ticket number, class of ticket, and proof of payment.

International Flights: If you are flying internationally, book on a US-based airline or check with your AA. Some sponsors do not pay for non-US Airlines, so this is very important!

Hotel: It is encouraged that you share a room whenever possible and always book your room early for the best rates. I will need an itemized hotel bill showing tax and incidentals, so ask for a copy of your "folio" when you check out! If you are buying food at a hotel bar/café/restaurant, get a separate, itemized receipt there- the line item on the hotel bill will not be enough.

Food Receipts: Each food receipt must be itemized and show everything that was purchased (a receipt with just a total will be rejected by Travel). Some faculty will put a daily cap on food reimbursements so you might want to check before you travel.

Alcohol: Please pay for alcohol separately (even if you are not asking to be reimbursed for it), otherwise Travel will flag the expense. The only exception is if your Faculty approves the alcohol charge beforehand and agrees to pay for it out of their personal discretionary account.

Extending a Trip for Personal Reasons: If you have been approved to extend a trip, you will need to provide two airfare documents – one with your actual flight and the other to compare the price if you had flown directly back and forth to Boston. Both ticket prices must be obtained **on the same day, using the same Airline, same class, same approximate time, with the same number of stops**. If the extended trip costs more, the difference is non-reimbursable. Travel requires this comparison even if the extension of the trip cost less than if you had only stayed during the conference dates.

Travel Support: For questions about MIT travel policies write to travelsupport@mit.edu.

MISC FINANCE INFORMATION/TERMS

Account / Cost Object: Two terms for the same thing. These are buckets of money available to your faculty. Most are particular grants, which have lots of strings attached regarding what they can be used for. Some are discretionary funds, which can be used for many more things. Your ChemE finance contact can tell you more. Generally speaking, faculty should tell you which account they want you to use for any purchase, though they may set general rules like "all food purchases come from this account".

Food: You need an **itemized** receipt showing what food was purchased in stores and restaurants. If you forgot to ask for one, you can usually call the restaurant for one. Alcohol can never be charged to a ProCard or sponsored account! Tax can only be reimbursed on Grubhub orders, or through Concur.

- Food can be processed with two G/Ls, either "421000 Meetings - Food & Beverages" or "421200 – Food". All meetings with non-MIT personnel must go under 421000, and must include information on who attended and what the topic of discussion was. The 421200 – Food category is for things like stocking a coffee station in an office, or purchasing supplies like paper plates to have handy in an office kitchen.
- There are two good catering aggregators that serve the area and make it easy to make tax exempt purchases: EZCater and CaterCow. If you are going to be ordering a lot of food for meetings, try setting up an account at one or both.

Gifts: If purchasing a gift for over $500, contact ChemE Finance to discuss it first.

G/L Numbers: "General Ledger" numbers, which are MIT's way to categorize purchases.
Easy searchable G/L lookup: https://mit.quickbase.com/nav/app/bskpt2gs3/table/bskpt2gts/action/td
Detailed G/L descriptions (less easily searchable):
https://vpf.mit.edu/system/files/private/private_files/Active%20GLs%20as%20of%2011.10.20%20POST_0.pdf

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.

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 "Summery 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.

Student Funding

Graduate students who work in your labs are (mostly) paid by your faculty. 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 graduate 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 app for Grad Students appointments and the link is:

https://mit.quickbase.com/nav/app/bt7ksjbbr/

There is a great how-to guide at the link above.

For the most part, you will just email your faculty and the relevant ChemE Finance person every semester when the Student Office prompts you, and they will tell you what to input for each grad student. A few things to keep in mind:

- Some grad students may be co-advised, which means your faculty may only pay for 50% of their funding.
- "Fellowship" means the student is being paid from some source other than directly from your faculty. This includes most scholarships and external grants. Most fellowship students will already be marked as such in the app, but if they are not you should indicate it.
- "RA" is the term for students who are being paid regularly by a faculty account
- "TA" means the student is being paid for being a Teaching Assistant that semester.

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.