

RFP Online Submission

1. Scan your itemized receipt. If you have trouble locating a scanner, please see the list at the bottom of the document.
 - a. Save a copy of the receipt for yourself, and e-mail a copy of the receipt to the treasurer.
2. Go to <http://web.mit.edu/sapweb/PS1/index.shtml> and click on **Purchasing** tab.
3. In the left-hand column, click on **Reimbursement** under the **Request for Payment (RFPs)** heading. It is the 5th link down from the top.
 - a. You'll need to have certificates installed for this to work.
4. You will be on a page titled **Select Payee**. If the reimbursement is for you, then leave the **MIT** bubble filled in, because you are an MIT student. If it is for a non-student/alumni, then select **Non-MIT**.
5. Type in your/their name. If they are in the MIT database, they should come up with their kerberos identity and their major. Click on your/their name. If they are Non-MIT then you should type in their name, but nothing should come up. This is normal.
 - a. If the receipts are from Michael, then type in "Baptist Campus Ministry"
6. On the next page, leave the **Charge to** choice as **MIT**.
7. **Name this RFP** should be **BSF - 2720899**.
 - a. 2720898 for the main account, but most of the time, don't use this.
8. Under **Line Items**:
 - a. **Date of Service** is the date that on the receipt
 - b. **G/L Account** is a pull-down selection. Choose what fits best, but most of the time this will be **420344 – Events**. When selecting, make sure to choose one of the four Finboard funded G/Ls. Contact the treasurer for a complete list.
 - c. **Cost Object** is our account number: **2720899**
 - d. **Amount** is the amount that you would like to be reimbursed for; it should match the total on the receipt.
 - i. SAO does not reimburse tax, so don't ask to be reimbursed for tax. If you would like a tax exempt form for future use, contact the treasurer.
 - e. Once you choose your G/L Account, they may tell you what to include in the **explanation**. Try and be specific.
 - f. **Note to Central Office** is actually read, so if you have any additional comments you should put them here.
9. Now it asks you to attach your receipt; please do so. It will tell you what format it accepts.
10. Check over your reimbursement. If there is anything wrong with it, the treasurer or the SAO will have to send it back to you delaying the process.
11. Click **Send to** and send it to the treasurer (Beverly) in the **Recipient's Name** box.
12. Make sure the treasurer is selected and then write any comments and click **Send**.
13. Give the hard copy of your receipt to the treasurer as soon as possible.

Scanner Locations

- CopyTech in the Student Center or Building 11
- MIT Libraries (Hayden, Lewis Music, Barker)
- SAO (5th floor of student center)
- Basement of W11
- Most Athena Clusters