



Student Organization Controlled Value Card Application Form

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Application Instructions:

Step 1. Request permission from the Student Activities Office.

Step 2. Complete the application and send the PDF to sao-desk@mit.edu

Step 3. Applicants are required to read the [Procurement Card User Guide](#).

Step 4. Applicants are required to watch the online [training video for cardholders](#).

Step 5. After watching the training video, card applicants will be guided to the online Card Holder Agreement Form. Complete the online agreement form and submit to sao-desk@mit.edu. Note: You are required to attend an in-person training/meeting.

Step 6. Once the Cardholder Agreement Form is processed, VPF Procurement will send the Controlled Value Card through interoffice mail to the Student Activities Office, W20-500.

Step 7. When the card arrives, you will be notified via email to pick up the card

Step 8. When you pick up the card, verify the card information. If all is correct, activate the card with your MIT ID number by calling the activation phone number on the card. If there is an issue with the card, please contact [Ramon Downes](#), Assistant Director of Financial Operations for Student Organizations.

Average Timeline: Card applicants can anticipate 10-15 business days to complete all steps.



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Each field in this form is required for approval. Please email the completed form to sao-desk@mit.edu. Please send all questions to sao-desk@mit.edu. Note: Mac Preview is not compatible with this PDF.

CARDHOLDER & STATEMENT INFORMATION

Card Limits:

Single Transaction Limit (Maximum \$3,000): \$ _____

Renewable Balance Limit \$ _____

Name on the Card (19 characters):
_____ First M.I. Last

Student Group (19 characters): _____

Student Group Main Account Number: _____

Mailing Address: Mass Institute of Technology
77 Mass Ave
Bldg - Rm: _____
Cambridge, MA 02139-4301

MIT Email: _____

Business Phone: _____

MIT ID Number: _____

Applicant Signature: _____ Date: _____



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ADDITIONAL CONTACT INFORMATION

SAO Verifier:

Name: _____

MIT Email: _____

Business Phone: _____

SAP User _____

Bldg. & Room _____

Administrative Officer

Name: _____

MIT Email: _____

Business Phone: _____

Bldg. & Room _____

For Internal Use

Unique Card ID #: _____ (Assigned by Administrator)

Credit Card #: _____ (Assigned by Bank)