RFP CHECK SHEET

_Is it a payment RFP to a business or individual or is it a reimbursement to an individual?_

_Have you verified the cost object you’re club wants to use for the expense?_

_Is the cost object filled in on the electronic RFP before it’s forwarded to Student Activities Office/Mary Mango?_

_Have you subtracted State sales tax from the amount?_

_Are these expenses Travel? Example: Airfare, hotel, rental cars, gas for rental cars, personal vehicle mileage, interstate train or bus fare, if yes please process through Concur._

_Have you given the payee for a prize payment instructions to call Mary Mango with their Social Security number?_

_Are all receipts in English or include a translation?_

_Does the RFP include the itemized receipt as well as proof of payment?_

_Does the RFP include the "Final Order of Detail" for Amazon.com orders?_

    *shipping confirmation vs order confirmation*

_Are all receipts original and attached to the RFP confirmation sheet that was printed from Atlas?_

_Is the last person to review the RFP a valid financial signatory?_

    *You cannot approve your own expenses & must forward to a signatory_

_Is the RFP in Student Activities Office/Mary Mango’s electronic inbox before the original paperwork is dropped off in SAO?_

_Have you dropped off the RFP confirmation sheet and original receipts to SAO?_

**DO NOT CLICK ON RFP IN RFP INBOX TO CHECK ON STATUS**

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