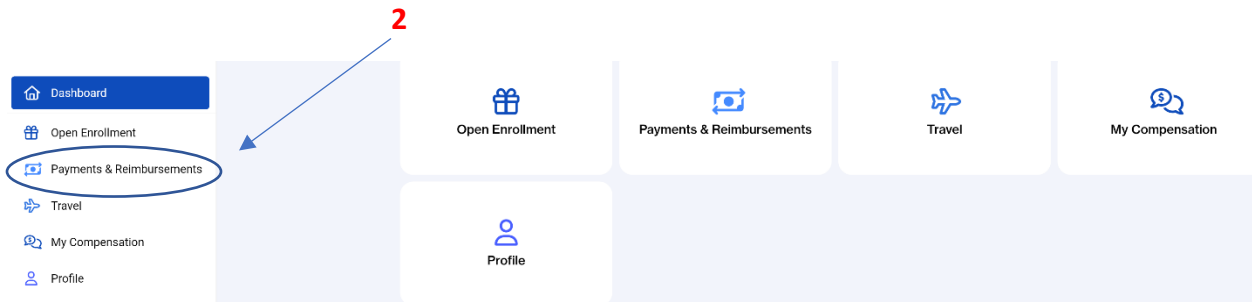


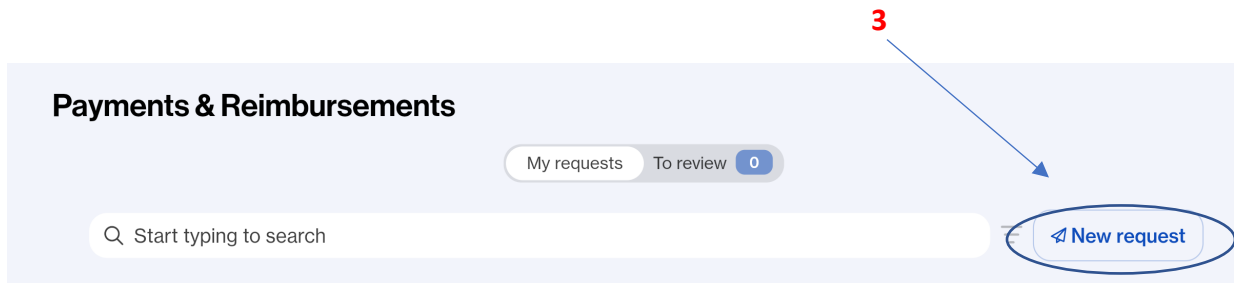
TechCASH Refund Instructions

Submit Your Request:

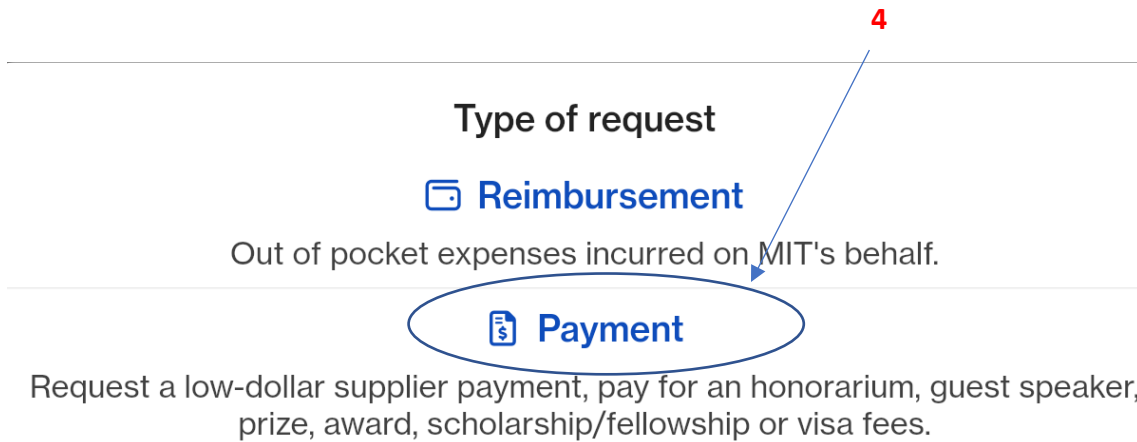
1. Log into Atlas – <https://app.atlas-apps.mit.edu/>
2. On the left menu, click on “Payments & Reimbursements”



3. Click on “New Request”



4. Click on “Payment” and go through the questions as it is required.
Please note if RFP is submitted as “Reimbursement”, it will be rejected by accounts payable.



5. Click on "Myself"

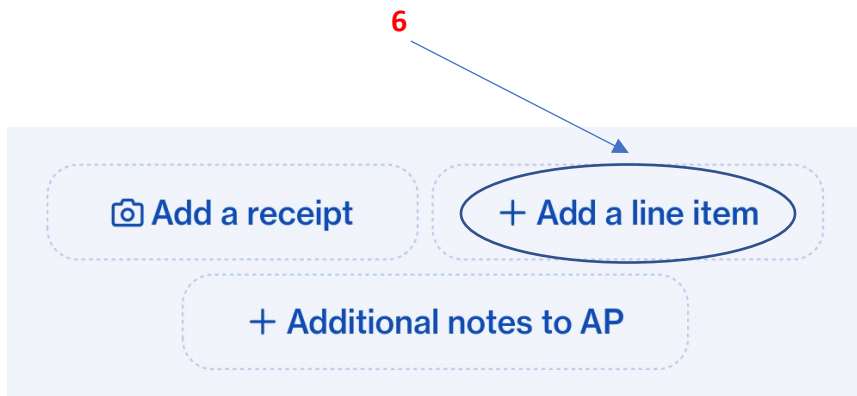
Who should be reimbursed?

Myself

Someone at MIT

External individual or supplier

6. Click on "+ Add a line item"



7. Click on "Proceed" on the next option as it is not applicable.



Please ensure your amounts are excluding state sales tax.

MIT's tax-exempt status with respect to sales tax is certified by Forms ST-2, ST-5.

When purchasing goods for MIT, a supplier will typically request that you provide both Forms ST-2 Certificate of Exemption and ST-5 Sales Tax Exempt Purchaser Certificate.

Please find more information [here](#)

Proceed

8. Add the amount of your TechCASH Flex balance
9. In the “Business Purpose” enter **TechCASH Refund & your MIT ID#**
10. **GL** and **Cost Object** are not applicable
11. Click “continue”

The screenshot shows a form titled "Line item" with the following fields: "Date of Service" (03/03/26), "Amount (excl Tax)" (\$20.00), "Business Purpose", "GL", and "Cost Object". A blue "Continue" button is located at the top right. Red numbers 8, 9, and 11 are placed above the form with blue arrows pointing to the "Amount (excl Tax)" field, the "Business Purpose" field, and the "Continue" button, respectively.

12. On the next page, click “continue”
13. Send it for review

13 [Send it for review](#)

Search and ask any active MIT employee to help complete this request prior to submitting for approval.

Submit for approval

You are confident that the request has been completed correctly and would like to submit.

14. [+ Add someone to help](#)

Your message

15. In the search bar type “Kackie”

16. Select “Kackie Teshome” and click “send” on top right corner

