



# Student Organization Controlled Value Card Application Form

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## Application Instructions:

**Step 1.** Email [sao-desk@mit.edu](mailto:sao-desk@mit.edu) to request permission from the [Student Activities Office](#).

**Step 2.** Complete the application and send the PDF to [sao-desk@mit.edu](mailto:sao-desk@mit.edu).

**Step 3.** Applicants are required to read [MIT 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](mailto: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 to the Student Activities Office, W20-549.

**Step 7.** When the new 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 [Leah Flynn Gallant, Associate Dean, Student Leadership & Engagement](#).

**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](mailto:sao-desk@mit.edu). Please send all questions to [sao-desk@mit.edu](mailto:sao-desk@mit.edu). Note: Mac Preview is not compatible with this PDF.

## Cardholder and 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 Name (19 characters): \_\_\_\_\_

Student Group Primary Account Number: \_\_\_\_\_

Secondary Account Number (Identical to Primary Number): \_\_\_\_\_

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

MIT Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_

MIT ID Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Additional Contact Information

**Center/Unit Approver:**

**Name:** Leah Flynn Gallant  
**Email:** laflynn@mit.edu  
**Business phone:** (617) 253-4158  
**SAP User ID:** LAFLYNN  
**Bldg. & Room:** W20-500  
  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Center/Unit Verifier:**

**Name:** Mary Mango  
**Email:** mmango@mit.edu  
**Business phone:** (617) 253-2091  
**SAP User ID:** MMANGO  
**Bldg. & Room:** W20-500  
  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Administrative Officer:**

**Name:** Hema Fonseca  
**Email:** hfonseka@mit.edu  
**Business phone:** (617) 253-1971  
**Bldg. & Room:** W32-123  
  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**For Internal Use**  
 Unique Card ID # ..... (Assigned by Administrator)  
 Credit Card # ..... (Assigned by Bank)