We are no longer SAO we are now SOLE!
Congratulations you’ve been elected! Now what?

- Do you have access to view your accounts?
  - Where’s your money?
  - What’s your budget?
  - How will you pay for these things?
- Are you listed as a Financial Signatory in Engage?
Do You Have Access to View Your Accounts

- In Atlas can you look at your accounts in the Cumulative or Transaction reports?
- If not email sole-desk@mit.edu and provide:
  - Your Name
  - Your Kerberos
  - The Name of your club
  - The Account numbers
Where is your Money?

<table>
<thead>
<tr>
<th>Finboard funded clubs</th>
<th>GSC</th>
<th>CSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Account</td>
<td>Main Account</td>
<td>Main Account</td>
</tr>
<tr>
<td>F-series (7/1-12/31)</td>
<td>Funding Account</td>
<td>CSC Account</td>
</tr>
<tr>
<td>S-series</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FUNDING CYCLE TIME FRAME

- **FINITE AMOUNT OF TIME TO SPEND THE ALLOCATION**
  - **SUMMER CYCLE:** 7/1 TO 9/30
  - **FALL CYCLE:** 10/1 TO 12/31
  - **WINTER CYCLE:** 1/1 TO 3/31
  - **SPRING CYCLE:** 4/1 TO 6/30

GSC HAS ONLY 1 COST OBJECT FOR ALL CYCLES

FINBOARD HAS 2 COST OBJECTS: F SERIES & S SERIES

- **F SERIES COST OBJECT COVERS YOUR SUMMER AND FALL RECEIPTS:** 7/1 TO 12/31
- **S SERIES COVERS YOUR WINTER AND SPRING RECEIPTS:** 1/1 TO 6/30
Create a Budget!

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ESTIMATED</th>
<th>ACTUAL</th>
<th>OVER/UNDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>9,490.00</td>
<td>9,770.00</td>
<td>-280.00</td>
</tr>
<tr>
<td>Swag</td>
<td>1,050.00</td>
<td>928.00</td>
<td>122.00</td>
</tr>
<tr>
<td>Music</td>
<td>600.00</td>
<td>400.00</td>
<td>200.00</td>
</tr>
<tr>
<td>T-Shirts</td>
<td>935.00</td>
<td>870.00</td>
<td>65.00</td>
</tr>
<tr>
<td>Photography</td>
<td>1,625.00</td>
<td>1,575.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Decorations</td>
<td>700.00</td>
<td>720.00</td>
<td>-20.00</td>
</tr>
<tr>
<td>Food</td>
<td>900.00</td>
<td>850.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,345.00</td>
<td>1,075.00</td>
<td>270.00</td>
</tr>
<tr>
<td>Travel</td>
<td>100.00</td>
<td>166.00</td>
<td>-65.00</td>
</tr>
<tr>
<td>Other</td>
<td>885.00</td>
<td>1,021.00</td>
<td>-136.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>17,630.00</strong></td>
<td><strong>17,374.00</strong></td>
<td><strong>256.00</strong></td>
</tr>
</tbody>
</table>
Where to find Funds?

- Sponsorships
- Gifts
- Alumni
- Dues
- Departmental
- SOLE
  - Other Opportunities
    - Arthur Smith Fund, COOP Public Service Grants, Council for the Arts, CPW Event Funding, De Florez Fund for Humor, Baker Foundation, LEF ARCARDE, Legatum Center, Mad Money, Mind Hand Heart Innovation Fund, Weekends @MIT, etc...
Event Registration
1. Log on to Atlas
2. Open Full Menu
3. Open General tab
4. Click “Event Planning”
5. Register New Event
How do you pay for these things?

- RFP’s
  - Pay vendor directly by check
  - Reimbursement for yourself or other members of the club
- Coupa or Buy 2 Pay (B2P)
  - The Institutes Procurement system
- Controlled Value Card (CVC)
  - Your group’s credit card
ATLAS-MANAGE REIMBURSEMENT
Types of RFP’s

- Payment (Taxable)
  - Payment for a vendor
- Reimbursement
  - Reimbursement for someone else
- Request a Reimbursement for me
  - Requesting a Reimbursement for yourself

RFP Checklist

1. Is this for a business, individual or yourself?
2. Do you have the cost object for your club, is it correct?
3. Have you taken out sales tax?
4. Are these travel expenses? They should go in concur.
5. Is this a prize payment? Have you instructed the payment winner to call Mary Mango?
6. Did you include the itemized receipt?
7. Did you send it to the Financial Signatory (even if you are one you need to send it to another)?
RFP Important information

1. Vendor name
2. Address
3. W-9 information (if it is a new vendor)
4. Mail to or pickup
5. Date of service
6. GL account (leave blank if unsure)
7. Cost object
8. Amount
9. Description
10. Itemized receipt
Coupa B2P

- Coupa or Buy 2 Pay
  - The Institute’s procurement system
  - Basics
    - 1. You create a Requisition (a request for MIT to place an order with a vendor or supplier)
    - 2. Requisition is approved and a Purchase Order is generated (Purchase order is a formal agreement between MIT and a supplier)
    - Supplier fills order and sends Invoice to MIT via MIT invoices@mit.coupahost.com
Vendor Options

Vendors you can order directly from their website by clicking the tiles

Include Amazon
4imprint
Apple
Ambit press

List of preferred suppliers:
https://vpf.mit.edu-suppliers
1. Add quotes/contracts from vendor
2. Enter on campus address (use W20-500)
3. Click the magnifying glass to enter your cost object
Controlled Value Cards (CVC)

- What is the criteria
  - A lot of small purchases, without coming out of pocket. 3k limit
  - 1 per group

- Application process
  - Provide link/show form
  - 10-14 business days time
  - When it arrives you will receive training
  - Submission portal provide the link to engage
  - Within 7 days of purchase - submit receipts
Travel - Before your trip

- BE SURE TO REGISTER YOUR TRIP IN ENGAGE 2 WEEKS BEFORE YOU TRAVEL, YOU WILL NOT BE REIMBURSED UNLESS YOUR TRIP HAS BEEN REGISTERED IN ENGAGE: https://engage.mit.edu/forms
- For CSC register your travel in Do Sports Easy
- For any rental car, flight or lodging arrangements contact Ramon Downes
Travel - Your reimbursement

- Log on to concur
Travel - Your reimbursements

- This form needs to be attached along with all of your other receipts to the concur submission

- THE FINANCIAL SIGNATORY AND TRAVELER CANNOT BE THE SAME PERSON

Travel Signatory Authorization

Note of Approval for Student Organization Concur Submissions

I approve the travel expenses associated with this report.
Name of Person being reimbursed:

Report Key**:

Total Amount Approved:
Cost Object:

Financial Signatory Name and Signature:
Engage

What can you do with engage
- Update roster/officers
- Fill out forms - register travel, CVC receipt submission, sponsorships, cashbox,
- Find your account numbers
- Announcements
- Post your events
- Engage@mit.edu
Events
- Including posting your events
- Update your organization information
- Forms
Familiarize yourself with Engage

<table>
<thead>
<tr>
<th>13 Available Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Box Request Form</strong></td>
</tr>
<tr>
<td>End Date: Thursday, June 24, 2021 10:42 PM</td>
</tr>
<tr>
<td>Student Organizations, Leadership &amp; Engagement</td>
</tr>
<tr>
<td><strong>SAO Supplemental Funding Request Application</strong></td>
</tr>
<tr>
<td>End Date: Friday, February 26, 2021 10:00 AM</td>
</tr>
<tr>
<td>Student Organizations, Leadership &amp; Engagement</td>
</tr>
<tr>
<td><strong>Student Domestic Travel Form</strong></td>
</tr>
<tr>
<td>End Date: Thursday, June 24, 2021 11:47 PM</td>
</tr>
<tr>
<td>Student Organizations, Leadership &amp; Engagement</td>
</tr>
<tr>
<td><strong>Student International Travel Form</strong></td>
</tr>
<tr>
<td>End Date: Thursday, June 24, 2021 10:47 PM</td>
</tr>
<tr>
<td>Student Organizations, Leadership &amp; Engagement</td>
</tr>
<tr>
<td><strong>Sponsorship Form</strong></td>
</tr>
<tr>
<td>End Date: Tuesday, June 28, 2021 11:15 PM</td>
</tr>
<tr>
<td>Student Organizations, Leadership &amp; Engagement</td>
</tr>
<tr>
<td><strong>Student-Faculty Dinner/Coffee</strong></td>
</tr>
<tr>
<td>End Date: Tuesday, June 28, 2021 11:30 PM</td>
</tr>
<tr>
<td>Student Organizations, Leadership &amp; Engagement</td>
</tr>
<tr>
<td><strong>ASA New Group Application 2019-2020</strong></td>
</tr>
<tr>
<td>End Date: Thursday, May 20, 2021 6:00 AM</td>
</tr>
<tr>
<td>Association of Student Activities</td>
</tr>
</tbody>
</table>

| **International Diplomacy or VIP Invitation Request** |
| End Date: Monday, June 28, 2021 9:00 PM |
| Student Organizations, Leadership & Engagement |

| **Controlled Value Card Receipt Submission Portal** |
| End Date: Thursday, December 31, 2020 10:00 PM |
| Student Organizations, Leadership & Engagement |

| **Mentorship, Conferences, and Competition Application** |
| End Date: Monday, July 27, 2020 2:36 PM |
| Student Organizations, Leadership & Engagement |

| **Student Organization Financial Training 2020 Sign Out** |
| End Date: Saturday, February 20, 2021 10:42 PM |
| Student Organizations, Leadership & Engagement |

| **JIT** |
| End Date: Tuesday, June 28, 2021 7:47 PM |
| Graduate MBA |

| **MIT Coach Safety Training FY20** |
| End Date: Sunday, May 30, 2020 12:00 PM |
| MIT Athletic Training Services |
Have you met with the staff at SOLE?

- Sign up for our office hours or email for appointments
  [https://www.timecenter.com/studentactivitiesoffice/](https://www.timecenter.com/studentactivitiesoffice/)

- Leah Flynn-Gallant [laflynn@mit.edu](mailto:laflynn@mit.edu)
- Ethan Feuer [efeuer@mit.edu](mailto:efeuer@mit.edu)
- Jacklyn Liberman [jacklynl@mit.edu](mailto:jacklynl@mit.edu)
- Mary Mango [mmango@mit.edu](mailto:mmango@mit.edu)
- Ramon Downes [rdownes@mit.edu](mailto:rdownes@mit.edu)
Thank you!

- Please use this link to sign out!

- Remember to stop by the Blaze Pizza Table to explore Fundraising Opportunities