


# *How to Find an RFP*




In Atlas, be sure to personalize your menu by adding items you'll need.

The image shows a screenshot of the Atlas web application interface. At the top, there is a dark red navigation bar with the 'Atlas' logo and the tagline 'navigating your MIT world'. To the right of the logo are navigation links for 'HOME', 'ABOUT ME', and 'CAMPUS LIFE'. Further right is a 'PEOPLE SEARCH' button with a person icon. Below the navigation bar, on the left side, is a 'Menu' dropdown menu with a blue header and an 'edit' link with a pencil icon. The menu items are: 'Time and Vacation Entry', 'Time and Vacation Approval', 'Buying', 'Service Requests', 'Reports for Student Groups', 'Manage Reimbursements (RFPs)', 'Training', 'Event Planning', 'Event Approval Inbox', and 'Student Appointments'. Below the menu items is a 'FULL CATALOG' link with a grid icon. An arrow points from the text above to the 'edit' link in the menu. The main content area is titled 'Home' and features a large image of a building with columns and pink cherry blossoms. Below the image are four featured content boxes: 1. 'MIT Work-Life Center' with a teal background, describing a Lunchtime Seminar Series and including a 'Learn more' link. 2. 'AO/FO Meetings' with a purple background, announcing administrative and fiscal officer meetings on November 19 and March 26, 2015, and including a 'Get The Details' link. 3. 'AdminConnect' with a blue background, describing a site for linking MIT administrators to ideas and resources, and including a 'Collaborate' link. 4. 'The Future of MIT Education Discussion Forums' with an orange background, inviting users to discuss recommendations from a task force, and including a 'Forum Dates' link.

Menu  [edit !\[\]\(833223ba54a6f6c2a114484606bb4361\_img.jpg\)](#)

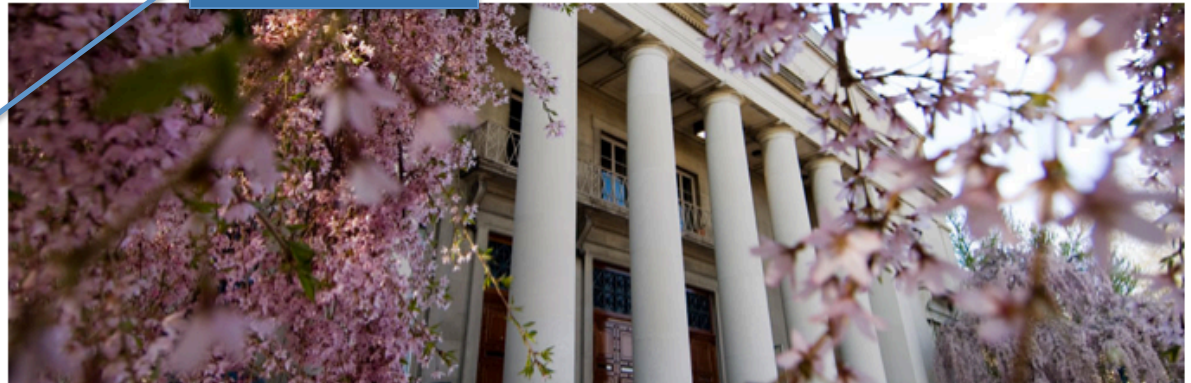
- [Time and Vacation Entry](#)
- [Time and Vacation Approval](#)
- [Buying](#)
- [Service Requests](#)
- [Reports for Student Groups](#)
- [Manage Reimbursements \(RFPs\)](#)
- [Training](#)
- [Event Planning](#)
- [Event Approval Inbox](#)
- [Student Appointments](#)

---

 [FULL CATALOG](#)

Home

Click Here



### MIT Work-Life Center

Lunchtime Seminar Series provides research-based strategies to help with work-life issues such as, eldercare, parenting, financing college, and navigating your early professional life.

[Learn more](#)

### AO/FO Meetings

Save the dates for the fall 2014 and spring 2015 administrative and fiscal officer meetings on November 19 and March 26.

[Get The Details](#)

### AdminConnect

A site dedicated to linking MIT administrators to ideas, resources, and one another.

[Collaborate](#)

### The Future of MIT Education Discussion Forums

Join us to discuss the recommendations of the Task Force on the Future of MIT Education.

[Forum Dates](#)

Menu ?

edit 

[Time and Vacation Entry](#)

[Time and Vacation Approval](#)

[Buying](#)

[Service Requests](#)

[Reports for Student Groups](#)

**[Manage Reimbursements \(RFPs\)](#)**

[Training](#)

[Event Planning](#)

[Event Approval Inbox](#)

[Student Appointments](#)

 [FULL CATALOG](#)

## Manage Reimbursements (RFPs)

[Need assistance?](#)

Request and manage reimbursements to students for out of pocket expenses.

### Reimbursement

Reimburse students or employees for out of pocket expenses, such as monthly telephone expenses, subscriptions, etc.

### Payment (Taxable)

Pay external vendors for taxable services, such as honoraria, speaker's fees, or when paying non-employees for awards, etc.

### Find RFPs

Search for requests for payment.

### Clone an RFP

Copy an existing RFP to start a new RFP.

### RFP Inbox

Find RFPs sent to you and RFPs you have saved.

### Additional Resources

[Reimbursements Help Documentation](#)

[Reimbursements FAQ](#)

[Accounts Payable](#)

Click Here

**\*\*Make sure you check off BOTH Parked and Posted**

Option 1:  
Type in RFP number

Option 2:  
Type in Cost Object and range  
of creation dates

insideMIT

### Search for RFPs

\* RFP Types  Parked  Posted  Deleted

Company Code CUR

RFP Number

\* Creation Date(s) 6/25/10 to 8/25/10

Payee

RFP Name

Created by

Cost Object #

G/L Account #

Search

insideMIT:RFP:Search for RFPs - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://insidemit-apps.mit.edu/apps/rfp/ReturnToSearch.action

Most Visited Getting Started Latest Headlines Gmail - Compose Mail - ...

insideMIT

### Search for RFPs

\* RFP Types  Parked  Posted  Deleted  
 Company Code: CUR  
 RFP Number:   
 \* Creation Date(s): 8/1/10 to 8/25/10  
 Payee:   
 RFP Name:   
 Created by:   
 Cost Object #:   
 G/L Account #:

Search

### Search Results

RFP #	Creation Date	Payee	Created by	RFP Name	Location/Status	Cost Object	Amount
0104371887	8/24/2010	Mary Elizabeth Landon	rmchurch	Westgate/Churchill	AP	<input type="text"/>	\$184.00
0104371976	8/24/2010	Mary Elizabeth Landon	rmchurch	Westgate/Churchill	AP	<input type="text"/>	\$16.00
0104356605	8/4/2010	Kerri A Mills	cherico		cherico	<input type="text"/>	\$45.95

By clicking on an individual RFP, you can see additional details

This is the location of the RFP

InsideMIT.RFP:Display RFP - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://insideit-apps.mit.edu/apps/rfp/SearchOrDownload.action?drfDownRfpNumber=0104356605&drfDownCompanyCode=CUR&drf...

Most Visited Getting Started Latest Headlines Gmail - Compose Mail - ...

## Display RFP

[Attach Receipt](#) [View Receipts](#) [Return to Search](#)

### Current Status

Inbox Catherine Cherico

### Payment Details

RFP Number	104356605
Payee	Keri A Mills
Company Code	CUR (MIT)
Name of RFP	
Type of RFP	Reimbursement
Payment Method	Direct Deposit

### Line Items

1.	Date of Service	G/L Account	Cost Object	Amount
	7/00/2010	421753 - Non-IS Tel & Nwk Ch	- suspense-accounts payable	\$45.95

Explanation  
Telephone exp 07/2010

[Attach Receipt](#) [View Receipts](#) [Return to Search](#)

### RFP History

Date	Time	Action
8/4/2010	11:23 AM	Created by Catherine Cherico
8/4/2010	11:24 AM	Sent on by Catherine Cherico

Mit IST Need business help or technical support? Review our [contact information](#) for assistance.

Done

start InsideMIT.RFP:Displa... Inbox - Microsoft Out... 2 Reminders InsideMIT.RFP:Seac... RFP for Student

This shows you the path the RFP has followed and where it currently is

