Introduction to Sourcing and Procurement at MIT
What We Will Cover Today

✧ Who we are and what we do

✧ Overview:
  ✧ How to purchase products and services at MIT
  ✧ Additional resources
  ✧ Questions, and how can we best support you?

✧ Services and Contracts Overview: Negotiating the most favorable terms and conditions to protect you and the interests of MIT.
Sourcing and Procurement

- **Sourcing** assists with vendor selection for products and services, supplier competition and proposals from vendors, negotiating pricing, reviewing vendor terms and conditions, and developing contract relationships with vendors.

- **Procurement** assists with placing orders, negotiating pricing, compliance, resolving vendor disputes/problems, and customer service.

- Provide buying assistance, while ensuring that all purchases meet audit and compliance regulations.
Our Primary Focus

✧ Working to yield significant savings to MIT
  ✧ Time: Developing and maintaining efficient systems and customer-friendly methods of buying products and services (Atlas, eCat, Procurement Card)
  ✧ Money: Establishing preferred/partner supplier relationships based on the needs of the MIT community (SmartBuy)

✧ Compliance
  ✧ Facilitate required approvals for purchases to assure compliance with MIT policies, federal and sponsor rules/regulations (OSP, radioactive materials, property, etc.)
We Are Here for You

Sourcing and Procurement
Office of the Vice President for Finance
Massachusetts Institute of Technology
600 Technology Square, NE49-4122
Phone: 617-253-7241
Fax: 617-252-1558
Email: procurement@mit.edu
http://vpf.mit.edu/procurement

NE49
600 Technology Square
Helpful Tips
Before Getting Started
Email Notifications:

This feature is designed to provide you with updates about the status of your requisition (i.e. request to purchase) from creation to Purchase Order (PO) number assignment.

- For example: Requisition changed, needs approval, approved, or rejected
- Purchase order is created

MIT Roles Database: (Spend Authorizations)

A database that contains information about who is authorized to purchase and approve payment for products/services on departmental accounts/cost object(s).

- You **must** have “Can Spend or Commit Funds” authorization on your departmental account/cost object(s) to create a purchase requisition for goods/services, and to print invoices and purchase orders.
- Contact your departmental AO or FO for further assistance
Settings and Authorizations

https://atlas.mit.edu

Gifts to MIT: It's all in the processing
Read about the Office of the Recording Secretary and key deadlines for processing 2014 donations. Learn More >>

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

MIT Homepage
See up-to-date news and events.
Select/Save Settings

Settings and Authorizations

Email Notification Settings
- [ ] Email me when...
- [X] Requisition is approved
- [X] Requisition is rejected
- [ ] Purchase Order is created
- [ ] Journal Voucher is approved by VPF
- [ ] Journal Voucher is rejected by VPF
- [ ] Requisition needs approval
- [ ] Requisition has been changed
- [ ] RFP is rejected by Accounts Payable or OSP
- [ ] MIT deposits a travel or RFP reimbursement to my bank account
- [ ] Current payroll payment is available for review in Atlas

Email Address: welcomed@mit.edu

Password Settings
Kerberos is a network authentication protocol designed to provide strong authentication for client/server applications by using secret-key cryptography. IS&T recommends changing your Kerberos password every 90 days to protect your identity. Click here to change your password.

MIT Certificate
Certificates allow you to access secure web services at MIT, such as Atlas, WebSIS, and Stellar, or to access any MIT certificate-protected site. You need to install them for each web browser on each computer or device that you use. Certificates expire once per year, requiring you to renew your certificate.

Authorizations
The Roles Database stores access rules (user authorizations) for applications such as SAP, Data Warehouse, and the Graduate Admissions System, among others. Specially Authorized Departmental and Central Administrators use the web-based Roles Database application to view and manage the user authorizations.

Select/Save Preferences

View your spend authority

Save Changes
## Your Authorizations

### Roles DB Authorizations for WELCOMED

Derek Welcome, employee, Procurement

<table>
<thead>
<tr>
<th>Function Category</th>
<th>Function Name</th>
<th>Qualifier Code</th>
<th>Do function</th>
<th>Grant Today</th>
<th>Effective Today</th>
<th>Click for Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP</td>
<td>REPORT BY CO/PC</td>
<td>0HPCC00 MIT</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>*</td>
</tr>
<tr>
<td>TNET</td>
<td>ADMIN PHONE PREF BY NET ID</td>
<td>0004F21584BD</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>*</td>
</tr>
<tr>
<td>TNET</td>
<td>ADMIN TELEPHONES BY PHONE NO.</td>
<td>617-258-5825</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>*</td>
</tr>
<tr>
<td>TRNG</td>
<td>COURSE INSTRUCTOR</td>
<td>NULL</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>*</td>
</tr>
<tr>
<td>VPF</td>
<td>PROCUREMENT BUYER AND SOURCING NULL</td>
<td>NULL</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>*</td>
</tr>
</tbody>
</table>

[Back to main Roles web interface page](#)

Click here to view who can commit/approve funds on departmental cost objects
One-step lookup of requisitioner and approval authorizations

This page allows you to do lookups of people who have requisitioning or approval authorizations for a given cost object. The results will take into consideration the Release Strategy for the cost object and the accompanying rules. To use this facility, you need viewing authorizations to see authorizations within category SAP.

Pick a business function. Enter a 7-digit cost object (the prefix letter is not needed). Then click the SUBMIT button to see a list of people authorized to do the given business function.

Who is authorized to do ...? for Cost object: 1633507
- Requisition creation in SAP
- Credit card verification in SAP
- Approval of requisitions
- Invoice approval
- Travel documents approval

Click here to view who can signature approve:
- Paper Invoices >$3000 for PO Number series “45”
- All Paper Invoices for PO Number series “55”
Purchasing Products and Services
Buying

Create requisitions and review purchase orders.

**eCat (Electronic Catalog)**
Create requisitions for eCat vendors.

**External (Outside Vendors)**
Create requisitions for External (non eCat) vendors.

**Internal (MIT Services)**
Create requisitions for Internal Providers (e.g. CopyTech, AV Services, Sodexo Catering).

**External (Facilities Only)**
Create requisitions for External Vendors (for facilities employees only).

**Requisition Creator Inbox**
Find your rejected requisitions; correct and resubmit them for approval.

**Find Requisitions**
Find and display requisitions.

**Find Purchase Orders**
Find and display purchase orders.

**Close Purchase Orders**
Close NB, GR and BL purchase orders; contracts (57xxx) are closed by emailing poclosenoout@mit.edu.

**Place Personal Orders**
Find discounted prices for computers, office supplies, and cell phones.

Additional Resources

- Procurement Forms
  - SmartBuy
  - Preferred Suppliers
- Learning to Buy
  - eCat Help
  - Training: Online and In-person
- Sourcing & Procurement
- Buying FAQ
Preferred Vendor Search Options

Buying for MIT? Start here.

SmartBuy is an easy-to-use online tool designed to help you make the smartest purchase you can make. Smart in terms of quality. Smart in terms of price. Smart in terms of convenience. Use this handy site to identify and connect with the best supplier for the job—and learn the smartest way to pay for the goods or services you receive.

1. Search
   - Enter Supplier Name Here
   - Go
   - Preferred Supplier List

2. Purchase method
   - eCat: MIT’s online ordering system. Learn more.
   - PCard: MIT credit card for small non-Travel purchases. Learn more.
   - Atlas: MIT’s purchasing portal. Learn more.
   - Travel Card: MIT credit card for making Travel purchases. Learn more.

3. Ask specialist
   - Procurement: New to purchasing goods and services at MIT? Start the buying process by checking in with a specialist. Even if you are an experienced MIT buyer, a specialist will help make sure that the supplier is giving you the best price and meeting all MIT terms and conditions. Ask a procurement specialist.
   - Travel: If you are looking to plan a trip, book a trip or, research the cost of a trip and need some advice on how to get the best rates contact a travel specialist to help you. Ask a travel specialist.
Preferred Methods: 4 Options

Preferred methods of purchasing products and services:

① Electronic Catalogs (eCat) via Atlas
  ❖ Electronic ordering/invoicing direct to ~60 MIT Preferred vendors

② MIT Procurement Card (ProCard)
  ❖ Approved items <$3000, one time purchases from vendors

③ External Purchase Requisitions (via Atlas)
  ❖ All other general and high dollar purchases

④ Internal Providers (via Atlas)
  ❖ Audio/Visual, catering, copy center services, etc.
eCat via Atlas
eCat Option

✧ Fastest option for purchasing goods under $10,000
  ✧ Electronic and web based buying experience
  ✧ Facilitates requisition authorization/approvals
  ✧ Electronic purchase order (PO) transmission to many of MIT’s contract and preferred suppliers
  ✧ MIT discounts have already been negotiated
  ✧ Please update and maintain your eCat profile for faster ordering on subsequent buys
  ✧ Multiple ship to addresses can be stored in your profile
  ✧ eCat help: ecat@mit.edu
Electronic Ordering Experience

1. **DLC Reviews DTR, PO Closeout if Necessary**
2. **Build new ECAT Shopping Cart**
3. **Submit cart to SAP**
4. **Enter Financial Reporting Information**
5. **Submit Requisition for Workflow Approval**
6. **Submit PO is Sent to Vendor in ~30-60 Min**
7. **Vendor Ships item/Invoices MIT**
8. **MIT Pays Invoice**
9. **DLC Reviews DTR, PO Closeout if Necessary**
Where to Find eCat on Atlas

https://atlas.mit.edu
Welcome to eCat! If you need any help with navigating the catalog, please visit the new eCat help webpage for video tutorials, answers to FAQs, and other helpful resources. For additional assistance, please contact ecat@mit.edu or call 617-253-7241.

Click here to update/select addresses for your user profile.
Ship To Profile

Enter "Stata" for buildings 1 through 66, and 76

Enter "E19 Recvng" for buildings E14, E15, E17, E18, E19, E23, E25, E40, E51, E52, E53, E60, E62, and 68

For buildings EE, N, NE, NW, W and WW, enter your MIT building number. Example: "W91"

Search/select your shipping address. If your address does not appear, notify the eCat team: ecat@mit.edu
Complete/Save Address

Check here to indicate your default ship to location
Bill To Profile

MIT ecat

Derek Welcome

User Name: welcomed

User Profile and Preferences
Default User Settings
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
Payment Options
User Roles and Access
Ordering And Approval Settings
Permission Settings
Notification Preferences
User History
Administrative Tasks

1. No addresses defined in profile.

2. Select Addresses for Profile

3. Accounts Payable
   MIT LL AP
Save Bill To Profile

Check here to mark this address as your default bill to location.
Welcome to the new and improved eCat user interface, which includes an array of features designed to simplify your buying experience. Visit the new eCat homepage for video tutorials, answers to FAQs, and other helpful resources. For additional help, please contact ecat@mit.edu or call 617-253-7241.

Select an icon and create your order.
Order Review and Checkout

- **Remove Items?**

Table: Order Review and Checkout

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Post-it Self-Stick Easel Pad, 30 Sheets, White, Unruled, 30&quot; x 25&quot; W, 6/Ct</td>
<td>760951</td>
<td>PK</td>
<td>94.95</td>
<td>1</td>
<td>94.95 USD</td>
</tr>
</tbody>
</table>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

- **Supervisor subtotal**: 94.95 USD
- **Subtotal**: 94.95
- **Total**: 94.95 USD

[Proced to Checkout Button]
Create Requisition – eCat Vendor

Create Requisition - ECAT Vendor

General Information

<table>
<thead>
<tr>
<th>Created by</th>
<th>Derek K Welcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods Recipient</td>
<td>Derek Welcome</td>
</tr>
<tr>
<td>Tracking #</td>
<td>60445762</td>
</tr>
<tr>
<td>Vendor #</td>
<td>185227</td>
</tr>
</tbody>
</table>

* Requisition Created for

<table>
<thead>
<tr>
<th>Unloading Point</th>
<th>NE49-4122</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT Bldg-Rm/Phone</td>
<td></td>
</tr>
<tr>
<td>Recipient's Email Address</td>
<td><a href="mailto:welcomed@mit.edu">welcomed@mit.edu</a></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>STAPLES ECAT ONLY</td>
</tr>
</tbody>
</table>

Delivery Text

Punchout

Internal Note (not printed on PO)

Line Item Information

<table>
<thead>
<tr>
<th>Item Summary</th>
<th>* Distib</th>
<th>* Cost Object</th>
<th>* G/L Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-it Self-Stick Easel Pad, 30 Sheets</td>
<td>100 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SKU/Part #</td>
<td>700951</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery Date</td>
<td>03/31/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Material Group</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quantity

1 PK x $94.95 = Line Item Total $94.95

Total Requisition $94.95

Submit Requisition  Clear Form

You may distribute the cost of your item on up to as many as 10 cost objects.
Procurement Card
Procurement Card Option

Preferred buying tool for low-dollar orders (< $3,000)

✧ Laptops, PCs, servers < $1,000
✧ One-time purchases with new vendors
✧ Recurring purchases such as FedEx, bottled water, cell phone bills, etc.

Questions: procard@mit.edu

Application & Training: http://vpf.mit.edu/pocard
## ProCard Policy

### Non-Allowed Purchases

All purchases made using the MIT Procurement Card are subject to the Institute’s policies and procedures regarding appropriate and allowable purchases. The following regulated or otherwise restricted items **may not be purchased using the Procurement Card**:

<table>
<thead>
<tr>
<th>Equipment purchases costing $1000 or more</th>
<th>Travel and Entertainment (incl. hotels, airlines, car rentals, food, &amp; out-of-state conferences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>Software (except standard over-the-counter)</td>
</tr>
<tr>
<td>Equipment, furniture, fleet rentals or leases</td>
<td>Consulting, Professional or Temporary Services</td>
</tr>
<tr>
<td>RAD substances, controlled drugs, firearms, ammunition, and other regulated items</td>
<td>Gifts and Gift Certificates (except for Rewards &amp; Recognition program)</td>
</tr>
<tr>
<td>Respirators and protective masks</td>
<td>Items for personal use</td>
</tr>
<tr>
<td>Hypodermic needles and syringes</td>
<td>Alcohol</td>
</tr>
<tr>
<td>All chemicals</td>
<td>Live Animals</td>
</tr>
<tr>
<td>Gases and gas cylinder rentals</td>
<td>Precious metals</td>
</tr>
<tr>
<td>Tuition</td>
<td>Flowers, plants, contributions, greeting cards, life events such as birthday, get well, sympathy, farewell, etc.</td>
</tr>
<tr>
<td>Fire Extinguishers and Space Heaters</td>
<td>Cash advances</td>
</tr>
</tbody>
</table>
External Purchase Requisitions
External Requisition – When and Why?

✧ General purchasing of products and chemicals not available via eCat
✧ Your order/requisition total is greater than $10,000
✧ Price quotations or contracts exist (attachments)
✧ Changing (e.g. add funds, price changes) or cancelling purchase orders
✧ Professional Services (functions performed by contractors, vendors or companies - e.g. Consulting, Legal etc.)
✧ Blanket Purchases - Recurring purchases of products and services (e.g. temporary help, standing orders, etc.), for a specified period (<1 year).
✧ Purchasing from new vendors
✧ Purchasing restricted or sensitive items
✧ Help: procurement@mit.edu
<table>
<thead>
<tr>
<th>Restricted and Sensitive Items (Approval Required – Prior to Purchase)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement &amp; Sourcing</strong></td>
</tr>
<tr>
<td>✦ Ethyl Alcohol</td>
</tr>
<tr>
<td>✦ Firearms</td>
</tr>
<tr>
<td>✦ Needles and syringes</td>
</tr>
<tr>
<td>✦ Hypodermic needles</td>
</tr>
<tr>
<td>✦ Travel</td>
</tr>
<tr>
<td><strong>Environment Health &amp; Safety</strong></td>
</tr>
<tr>
<td>✦ Toxins/Poison</td>
</tr>
<tr>
<td>✦ Radioactive materials</td>
</tr>
<tr>
<td>✦ Animals</td>
</tr>
<tr>
<td>✦ Bio-toxins</td>
</tr>
<tr>
<td><strong>Department of Facilities</strong></td>
</tr>
<tr>
<td>✦ Construction work</td>
</tr>
<tr>
<td>✦ Fire extinguishers</td>
</tr>
<tr>
<td><strong>Office of Sponsored Programs</strong></td>
</tr>
<tr>
<td>✦ Memorabilia</td>
</tr>
<tr>
<td>✦ Promotional material</td>
</tr>
<tr>
<td>✦ Flowers</td>
</tr>
<tr>
<td>✦ Holiday parties</td>
</tr>
</tbody>
</table>
External Requisition Requirements

Data Entry

✧ Vendor: Company or individual name/address that MIT will pay for the products/services
✧ Ship To Information: MIT Building and Room, 7 Digit Phone Number, Contact Name
✧ Clear Item Description, quantity and unit price
✧ All line items being purchased at a cost
✧ Financial Information (Cost Object, GL Account, Material Group)

Forms/Attachments:

✧ Selection of Source Form (required for external requisitions >$10K)
✧ **Vendor quotes when available (2 required for external requisitions >$50K)
  ✧ *Competitive quotes are not required for Preferred (SmartBuy) vendor requisitions*
✧ W9 or W8Ben/E & Vendor Registration (new vendor & vendor information updates)
✧ All contracts, agreements or terms and conditions pertaining to the order
External Requisition Process Overview

DLC Creates External Requisition

SAP Workflow or DLC Financial Officer Approves

If Over $10K

Procurement Buyer Assigned

If Under $10K

Buyer Creates Purchase Order

Under $10,000?
Attach When Available:
• Quotes
• Contracts/Terms
• Other

Over $10,000?
Attach as Required:
• Sel. of Source Form
• Quotes
• Contracts/Terms
• Other

New or Update Vendor?
Attach Forms:
• W9 (or W8Ben/E)
• Vendor Registration

Buyer Sends Purchase Order to Supplier

Review Forms for Compliance

Confirm OSP/Sponsor Approval for Equipment

Notify MIT Property of Equipment Over $50K

Review/Approve Contracts/Terms

Buyer Creates Purchase Order

Buyer Sends Purchase Order to Supplier
How to Create External Requisitions

Buying

Create requisitions and review purchase orders.

eCat (Electronic Catalog)
Create requisitions for eCat vendors.

External (Outside Vendors)
Create requisitions for External (non eCat) vendors.

Internal (MIT Services)
Create requisitions for Internal Providers (e.g. CopyTech, AV Services, Sodexo Catering).

External (Facilities Only)
Create requisitions for External Vendors (for facilities employees only).

Requisition Creator Inbox
Find your rejected requisitions; correct and resubmit them for approval.

Find Requisitions
Find and display requisitions.

Find Purchase Orders
Find and display purchase orders.

Close Purchase Orders
Close NB, GR and BL purchase orders; contracts (57xxx) are closed by emailing poclosout@mit.edu.

Place Personal Orders
Find discounted prices for computers, office supplies, and cell phones

Additional Resources
- Procurement Forms
- SmartBuy
- Preferred Suppliers
- Learning to Buy
- eCat Help
- Training: Online and In-person
- Sourcing & Procurement
- Buying FAQ
Select “No” if you intend to place the order yourself.

Enter any special instructions for the VENDOR.

Enter any special instructions for the PROCUREMENT Dept.

Provide clear description of goods/services (include item # if applicable).

You may distribute the cost of your item on up to as many as 10 cost objects.

If the requisition total is greater than $10,000, complete and attach a Selection of Source Form.
Creating a Change Order Requisition

Click “Submit Requisition” when done.

Vendor Name Search

Enter details about the requested change(s).

GL Account Search

Material Group Search
It is important to enter the total dollar amount that you plan to spend in the quantity field, and the unit price as $1.00.
Search/Display Your Requisitions

Buying

Create requisitions and review purchase orders.

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**Find Requisitions**
Find and display requisitions. (& Add/View Attachments)

**Find Purchase Orders**
Find and display purchase orders.

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Additional Resources
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- Learning to Buy
- eCat Help
- Training: Online and In-person
- Sourcing & Procurement
- Buying FAQ
Enter Search Criteria

Search for Requisitions

Enter the search criteria for the requisition you want to display. You can enter single values or ranges of values. If the search only finds one match, you'll be brought directly to that document. When you have entered the criteria, click the Search button.

Search  Clear Form

Header Selections
- Purchase Requisition: 11943088
- Creator
- Creation Date
- Vendor Number
- Plant/Int. ServiceProvider

Account Assignments
- Cost Object
- GL Account
- Profit Center
- Fund Center

Only released reqs
Search  Clear Form

© 2002-2014 Massachusetts Institute of Technology
Need help? Review our contact information for technical support and other resources.
Display Requisition

Display Purchase Requisition

FOR DISPLAY ONLY, NOT A LEGAL PURCHASE ORDER DOCUMENT.

Return to Search Results  New Search  SAP  Print this Page

Attach Document

Procurement Contact

When this icon is present, your requisition requires approval before it can be processed. Click the icon for a list of authorized approvers.

Click here to browse/attach forms/documents

Rejection Text:
Item Note:
Delivery Text:

Item Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Short Text (description)</th>
<th>Qty. Req.</th>
<th>Unit of Meas</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Distrib. Amount</th>
<th>Cost Obj to Charge</th>
<th>G/L Acct to Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>R-4001-T screw-top NIR cells</td>
<td>2.000</td>
<td>EA</td>
<td>237.44</td>
<td>474.88</td>
<td>474.88</td>
<td>6927947</td>
<td>420214</td>
</tr>
<tr>
<td>20</td>
<td>A-6105, bag of 6 PTFE threaded caps</td>
<td>1.000</td>
<td>EA</td>
<td>31.27</td>
<td>31.27</td>
<td>31.27</td>
<td>6927947</td>
<td>420214</td>
</tr>
</tbody>
</table>

Total Requisition: $506.15 USD

Office of the Vice President for Finance
Massachusetts Institute of Technology
Browse and Attach Documents

Massachusetts Institute of Technology: Display Requisitions

Name: Derek K Welcome

Attach Document to Requisition 0011907646

1. Attach Document
2. Choose file description: *Choose one
3. Choose file to attach: *Browse...
doc, docx, gif, pdf, txt, xls, xlsx, under 2MB

Need help? Review our contact information for technical support and other resources.

- Selection of source form when requisition is >$10K
- Vendor quotes (when available, two required if >$50K)
- Vendor proposals/agreements/contracts
- Statement of work
- Independent Contractor documents
- W9 or W8Ben/E & Vendor Registration form for
  - New vendors
  - Vendor information changes (address etc.)
- Other/vendor terms & conditions
Selection of Source & Price Justification

- Required for compliance
- Written quotes above $50k
- Explanations go a long way!
- Mac Preview does not work
- Competitive Quotes are not required when purchasing from SmartBuy Vendors 😊!
View/Display Your Purchase Orders

- Search PO History
- View Payment History
- View/Print: PO, Invoices
- View/Print Attachments
- View Line Status: (Open Closed)
Enter Search Criteria

Search for Purchase Order

Search by Unique ID
- PO Number: 4501754556
- Requisition #

--- or ---

Search by Value
- Requisition #
- Tracking #
- Creation Date
to
- Vendor #
- Plant
- Agent Code
- Cost Object
- G/L Account
to
- Profit Center
- Fund Center

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Need help? Review our contact information for technical support and other resources.
Display Purchase Order Options

FOR DISPLAY ONLY. NOT A LEGAL PURCHASE ORDER DOCUMENT

Display/Print Purchase Order: Currently available for PO’s that begin with “45” (only).

View Requisition & All Attachments

Line Item Status

© 2006-2013 Massachusetts Institute of Technology
Need help? Review our contact information for technical support and other resources.
Display Invoice/Payment History

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Total PO Amount</th>
<th>Open Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4501754556</td>
<td>$4,139.85</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Vendor Name/Address**
DMARK CORPORATION
10552 HUMBOLT STREET
LOS ALAMITOS, CA

**Invoice/Payment Information**

<table>
<thead>
<tr>
<th>SAP Doc Number</th>
<th>Vendor Invoice Number</th>
<th>Posting Date</th>
<th>Invoice Date</th>
<th>G/L Acct</th>
<th>Cost Object</th>
<th>Distrib Amount</th>
<th>Total Invoice Amount</th>
<th>Actual or (Planned) Payment Date</th>
<th>Check Number</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5103819112</td>
<td>1421630</td>
<td>05/05/2014</td>
<td>04/14/2014</td>
<td>421827</td>
<td>2746279</td>
<td>$4,139.85</td>
<td>$4,139.85</td>
<td>05/12/2014</td>
<td>31259395</td>
<td>View Invoice</td>
</tr>
</tbody>
</table>

Questions: accounts-payable@mit.edu

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How to Close Purchase Orders

Note: This task is generally performed by the person who manages your departmental MIT Detailed Transaction Report (DTR).
Enter and Process PO Closeout

**MIT: Purchasing**
Name: Derek K Welcome

<table>
<thead>
<tr>
<th>Purchase Order Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter all purchase orders you wish to close except Contracts (57xxx). Contracts are closed by emailing the request to <a href="mailto:pocloseout@mit.edu">pocloseout@mit.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process</th>
<th>Clear Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>4501708018</td>
<td>x</td>
</tr>
</tbody>
</table>

© 2010 Massachusetts Institute of Technology Need help? Review our contact information for technical support and other resources.
Internal Requisitions
In-House Services

Purchase items and services from various internal service providers such as:

- Audio/Visual Services
- Copy Center
- Catering Services
- Cryogenic Laboratory Operation
- Certain IS&T services
- Mail Services
- MIT Press Bookstore
- MIT Museum Facility Rental
Create Internal Provider Requisition

**Buying**

Create requisitions and review purchase orders.

- **eCat (Electronic Catalog)**
  
  Create requisitions for eCat vendors.

- **External (Outside Vendors)**
  
  Create requisitions for External (non eCat) vendors.

- **Internal (MIT Services)**
  
  Create requisitions for Internal Providers (e.g., CopyTech, AV Services, Sodexo Catering).

- **External (Facilities Only)**
  
  Create requisitions for External Vendors (for facilities employees only).

- **Requisition Creator Inbox**
  
  Find your rejected requisitions; correct and resubmit them for approval.

- **Find Requisitions**
  
  Find and display requisitions.

- **Find Purchase Orders**
  
  Find and display purchase orders.

- **Close Purchase Orders**
  
  Close NR, GR and BL purchase orders; contracts (57xxx) are closed by emailing pocococut@mit.edu.

- **Place Personal Orders**
  
  Find discounted prices for computers, office supplies, and cell phones.

**Additional Resources**

- Procurement Forms
- SmartBuy
- Preferred Suppliers
- Learning to Buy
- eCat Help
- Training: Online and In-person
- Sourcing & Procurement
- Buying FAQ
Internal Provider Requisition

Create Requisition — Internal Provider

Submit Requisition  Reset Form

Name: Derek K Welcome

Goods Recipient: Welcome
Internal Provider #: 5000
Tracking #

Unloading Point: MIT Bldg-Rm/Phone
Internal Provider Name: Audio/Visual Services
Address: 77 Massachusetts Avenue
City: Cambridge, MA - 02139-430?

Search/Select an Internal Provider

Note: The internal requisition number generated will be used for ordering and billing purposes.

Internal requisitions do not receive MIT purchase order numbers.

Item Summary

Description: A/V Services for Seminar (NE49-4122)
Delivery Date

Distrib  Cost Object  G/L Acct

Line Item Total: 500.00

Office of the Vice President for Finance
Massachusetts Institute of Technology
Personal Purchases

Employee Discounts for Personal Credit Card Purchases: Staples, Apple, Dell and others!
Financial Considerations
Important Terms

- **Cost Objects**: Uniquely assigned (7 digit) numbers that **classify which funding source(s) will be paying for the goods/services**. Each funding source has unique requirements:
  - For Federally funded projects (WBS elements), contact your MIT Office of Sponsored Programs (OSP) representative for more information [http://osp.mit.edu/about-osp/staff/by-department](http://osp.mit.edu/about-osp/staff/by-department)

  - **Unallowable GL Accounts**: Unallowable GL accounts **are not authorized for use on federally funded projects (i.e. funding source)**. Contact John Larkin (Senior Accounting Officer, MIT Accounts Payable, jlarkin@mit.edu), or your OSP representative for more information [http://osp.mit.edu/about-osp/staff/by-department](http://osp.mit.edu/about-osp/staff/by-department)

- **Material Group**: **Classifies products/services by commodity or service type** for financial reporting and workflow approval purposes (e.g. 1930 – Radioactive Materials)
## Unallowable Costs

OMB Circular A-21 prohibits the charging of certain “unallowable” costs to Federally sponsored agreements. To avoid cost disallowances on sponsored agreements, the following GL accounts will not be allowed as charges to a WBS element (Cost Object).

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>420080</td>
<td>Travel-Unallowable Cost</td>
</tr>
<tr>
<td>420166</td>
<td>Entertainment</td>
</tr>
<tr>
<td>420254</td>
<td>Non-Reimbursable Expenses</td>
</tr>
<tr>
<td>420302</td>
<td>Promotion &amp; Memorabilia</td>
</tr>
<tr>
<td>420304</td>
<td>Public Relations</td>
</tr>
<tr>
<td>420306</td>
<td>Publicity</td>
</tr>
<tr>
<td>420318</td>
<td>Recreation Related Expense</td>
</tr>
<tr>
<td>421205</td>
<td>Alcoholic Beverages</td>
</tr>
<tr>
<td>421584</td>
<td>Memberships and Dues-Social</td>
</tr>
</tbody>
</table>

In certain situations a sponsor may permit the charging of costs that would otherwise be unallowable. In these cases, the use of a GL account other than those listed above is recommended.
# Equipment GL Account Coding

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
<th>GL Designation</th>
<th>GL Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$5000 or More</td>
<td>Major Equipment</td>
<td>421818</td>
</tr>
<tr>
<td>Equipment</td>
<td>$1000 - $4999</td>
<td>Minor Equipment</td>
<td>421827</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>&lt;$1000</td>
<td>Computer Supplies/Peripherals</td>
<td>421900</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>&lt;$1000</td>
<td>Office Supplies</td>
<td>420258</td>
</tr>
<tr>
<td>Laboratory Equipment</td>
<td>&lt;$1000</td>
<td>Materials and Services</td>
<td>420226</td>
</tr>
<tr>
<td>Equipment Maintenance/Repairs</td>
<td>All Equipment Repairs</td>
<td>Maintenance &amp; Repairs</td>
<td>420220</td>
</tr>
</tbody>
</table>

Equipment: **Any item that will last more than a year, is operationally complete and can be identified as stand-alone is considered equipment.** Purchases from the following product categories are normally considered equipment: furniture, computer, laboratory, scientific and test equipment, office and service equipment. The difference between capital (Major) and Minor equipment is determined by cost. Computer equipment at MIT is controlled by property record beginning at a cost of $1000 or greater.

Detailed Procedure at: [http://vpf.mit.edu/site/property](http://vpf.mit.edu/site/property) (Policy & Procedure 2.0, Coding of Equipment Purchases). Please direct questions regarding these designations to Jo-Anne Chute ext. 8-8448, or e-mail jchute@mit.edu.
Additional Resources
# Most Commonly Used GL Accounts

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Name</th>
<th>GL Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>421205</td>
<td>Alcoholic Beverages <strong>(Unallowable GL)</strong></td>
<td>Use for any purchase of alcoholic beverage to allow for proper exclusion from billings to federal and other sponsors who do not reimburse these expenditures.  <strong>An unallowable GL account -- may not be charged to federally sponsored projects.</strong></td>
</tr>
<tr>
<td>420102</td>
<td>Animal Care</td>
<td>All expenditures for animal care. Excludes the cost of animal purchases -- see G/L Account 420104</td>
</tr>
<tr>
<td>420104</td>
<td>Animal Purchases</td>
<td>The cost of live animals purchased for laboratory use. Excludes the cost of animal care -- see G/L 420102</td>
</tr>
<tr>
<td>420106</td>
<td>Audio Visual Expense</td>
<td>All audio visual expenses, including services provided by MIT's AV department or by outside vendors.</td>
</tr>
<tr>
<td>420800</td>
<td>Books &amp; Publications</td>
<td>Purchases of Books or Publications</td>
</tr>
<tr>
<td>420128</td>
<td>Chemicals</td>
<td>Chemical purchases for laboratory or facilities use</td>
</tr>
<tr>
<td>421900</td>
<td>Computer supplies &amp; peripherals</td>
<td>Use for computer supplies and computer equipment with costs less than $1000</td>
</tr>
<tr>
<td>420140</td>
<td>Conference Expenses</td>
<td>Fees paid for attendance by MIT employees at conferences held outside of MIT. Do not use for expenses related to the cost of conferences offered by MIT (use Workshop/Seminar/Conference costs), or for professional development expenditures (use Professional Development)</td>
</tr>
<tr>
<td>420720</td>
<td>Contract Services</td>
<td>Purchased services (not including temporary services, professional services, legal services)</td>
</tr>
<tr>
<td>420392</td>
<td>Copying Expense</td>
<td>Cost of copying</td>
</tr>
<tr>
<td>420160</td>
<td>Electrical Components</td>
<td>Expenditures for electrical components for fabricated equipment or in other research or teaching applications.</td>
</tr>
<tr>
<td>420166</td>
<td>Entertainment <strong>(Unallowable GL)</strong></td>
<td>For costs of various forms of entertainment (for example, tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). Also for indoor floral arrangements, regardless of the purpose of the function. <strong>An unallowable GL account -- may not be charged to federally sponsored projects.</strong></td>
</tr>
</tbody>
</table>
## Most Commonly Used GL Accounts

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Name</th>
<th>GL Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>421818</td>
<td>Equip/Furniture-Major-not MTDC</td>
<td>Capitalizable equipment and furnishings with an acquisition cost of $5,000 or more</td>
</tr>
<tr>
<td>421827</td>
<td>Equip/Furniture-Minor</td>
<td>Equipment and furnishings between $1000 and $4,999. Not capitalized</td>
</tr>
<tr>
<td>421833</td>
<td>Equipment Rental-not MTDC</td>
<td>Costs of renting equipment for use in MIT research, instruction, or administrative work.</td>
</tr>
<tr>
<td>421572</td>
<td>Experimental Subjects</td>
<td>Used for the cost of participants in research, when F&amp;A charges are allowed on participant costs.</td>
</tr>
<tr>
<td>420286</td>
<td>Facilities/Physical Plant Exp-not MTDC</td>
<td>Used for corrections to system generated entries to 600600, 600601, 600602, and 600603, Facilities charges.</td>
</tr>
<tr>
<td>421305</td>
<td>Fees - Administrative</td>
<td>Administrative Fees -- generally an internal allocation.</td>
</tr>
<tr>
<td>421200</td>
<td>Food</td>
<td>Purchases of food for MIT activities &amp; events (not including meetings -- for meetings, use 421000, &quot;Meetings-Food &amp; Beverage&quot;).</td>
</tr>
<tr>
<td>420198</td>
<td>Insurance Premiums</td>
<td>Insurance costs, including the cost of insuring equipment in transit when not billed as part of the original invoice.</td>
</tr>
<tr>
<td>420214</td>
<td>Laboratory Supplies</td>
<td>Laboratory supplies, including glassware. (Use 420128 for purchases of chemicals for laboratory use).</td>
</tr>
<tr>
<td>420220</td>
<td>Maint &amp; Repairs &amp; Reconditioning</td>
<td>Expenditures to maintain MIT buildings and equipment of all types in proper operating condition or to restore equipment to proper operating condition. Not capitalized</td>
</tr>
<tr>
<td>420232</td>
<td>Mechanical Components</td>
<td>Expenditures for mechanical components for fabricated equipment or in other research or teaching applications.</td>
</tr>
<tr>
<td>421000</td>
<td>Meetings - Food &amp; Beverages</td>
<td>Use for the purchase of all food and/or beverages associated with a meeting. Not recoverable on federally sponsored projects unless allowed by the specific award.</td>
</tr>
</tbody>
</table>
# Most Commonly Used GL Accounts

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Name</th>
<th>GL Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>421010</td>
<td>Meetings - Materials &amp; Supplies</td>
<td>Use for materials and supplies purchased for meetings. Treated as recoverable on federal awards unless not allowed by the specific award.</td>
</tr>
<tr>
<td>421753</td>
<td>Non-IS Telephone &amp; Network Charges</td>
<td>Used for payments made directly to phone vendors, or for reimbursement of MIT staff who maintain a phone line at home for MIT purposes.</td>
</tr>
<tr>
<td>420258</td>
<td>Office Supplies</td>
<td>Office supplies such as file folders, paper clips, stationary. Can be used for office furnishings and equipment under $1000.</td>
</tr>
<tr>
<td>420274</td>
<td>Parking Expense-not MTDC</td>
<td>Cost of parking passes purchased by MIT departments, labs and centers.</td>
</tr>
<tr>
<td>420920</td>
<td>Postage Mailing and Shipping</td>
<td>Used for the costs of postage, mailing, and shipping. Can be for US Mail or another carrier (UPS, DHL, et cetera).</td>
</tr>
<tr>
<td>420319</td>
<td>Prizes &amp; Awards-Other</td>
<td>Used for prizes &amp; awards. For prizes and awards subject to income tax, use 400800, &quot;Prizes &amp; Awards Compensation&quot;. This is an unallowable GL.</td>
</tr>
<tr>
<td>420131</td>
<td>Prof Development/Training</td>
<td>Expenditures for professional development, including conference fees, training classes (MIT or non-MIT), seminars.</td>
</tr>
<tr>
<td>420298</td>
<td>Professional Services/Consulting</td>
<td>Auditing &amp; other professional services. For legal fees, use 421316.</td>
</tr>
</tbody>
</table>
| 420302       | Promotional & Memorabilia (Unallowable GL)   | Used for costs of promotional items and memorabilia. For event publicity, use 420306.  
**An unallowable GL account -- may not be charged to federally sponsored projects.** |
| 420314       | Record Project Overrun-not MTDC             | Used to transfer an over-run from a sponsored wbs element to the cost center or fund account which is providing the funding for the overrun.     |
| 420318       | Recreation Related Expenses (Unallowable GL)| Used for expenses relating to employee morale, such as holiday parties, flowers for sickness or bereavement, equipment or supplies for office sporting or picnic events, and similar items. Limited by MIT policy to $15 per employee per year from general funds.  
**An unallowable GL account -- may not be charged to federally sponsored projects.** |
| 420133       | Recruiting/Placement Fees                   | Recruitment/Placement fees related to hiring of staff.                                                                                       |
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<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Name</th>
<th>GL Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>420321</td>
<td>Rewards &amp; Recognition</td>
<td>For costs of non-taxable rewards &amp; recognition for support, research, and administrative staff. Do not use for prizes and awards for faculty and students for faculty and students. Use 420319. For taxable rewards &amp; recognition, use 400800.</td>
</tr>
<tr>
<td>420344</td>
<td>Seminar/Workshop/Conference Costs</td>
<td>Costs of seminars, workshops, and other special event programming offered by MIT. For the cost of conferences and seminars attended by MIT employees, use &quot;Conference Expense&quot;, 420140</td>
</tr>
<tr>
<td>420338</td>
<td>Service Contracts</td>
<td>Maintenance contracts on office, lab, scientific, and shop equipment</td>
</tr>
<tr>
<td>421925</td>
<td>Software</td>
<td>Expenditures for purchased computer software including operating systems and applications (but, the original operating system purchased with a computer is part of the computer purchase.)</td>
</tr>
<tr>
<td>420890</td>
<td>Subscriptions</td>
<td>Subscriptions for newspapers, magazines, or other periodicals</td>
</tr>
<tr>
<td>420262</td>
<td>Temporary Help</td>
<td>Expenditures for temporary services for individuals not filling budgeted vacancies.</td>
</tr>
<tr>
<td>420050</td>
<td>Travel Expenses</td>
<td>Transportation, Lodging, and meal expenses on MIT Business away from campus.</td>
</tr>
<tr>
<td>420070</td>
<td>Travel-Foreign Expenses</td>
<td>Transportation, lodging, and meal expenses on MIT business outside of the U.S.</td>
</tr>
</tbody>
</table>

Please visit VPF Financial Accounting and Reporting for a more comprehensive list of current GL accounts:

Training Resources

Buying

Create requisitions and review purchase orders.

**eCat (Electronic Catalog)**
Create requisitions for eCat vendors.

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- SmartBuy
- Preferred Suppliers
- Learning to Buy
- eCat Help
- Training: Online and In-person
- Sourcing & Procurement
- Buying FAQ
Who to Contact

Procurement Manager
Rositha Durham
617-253-7241
rdurham@mit.edu

Computers & Technology
Bill Akerberg
617-253-5499
akerberg@mit.edu

Scientific & Lab Supplies
David Petricone
617-253-8393
petricon@mit.edu

Furniture
Stephen Newman
617-253-8373
sfnewman@mit.edu

Marketing & Communications
Minerva Tirado
617-258-9310
minerva@mit.edu
Who to Contact

Travel

Jimmy Kontoravdis
Bourdon
617-253-2756
jravdis@mit.edu

Equipment
Over $50K

Ann Julian
617-253-8350
amjulian@mit.edu

Office Supplies,
Temporary Help

Derek Welcome
617-253-5825
welcomed@mit.edu

Gas, Bulk
Cylinders

Andrew Barnes
617-253-8362
apbarnes@mit.edu

Procurement
Card

Kim Harmon
617-253-8360
kharmon@mit.edu
Questions?
Negotiating the most favorable terms and conditions

Contracts
Review, negotiate, and draft Terms & Conditions associated with purchases of goods and services.

Create purchase order contracts for professional services using MIT’s Terms & Conditions.

Types of contracts include complex service and management agreements, software licenses, consultants & independent contractors, non-disclosure agreements, database, equipment, maintenance, leases, events, hotel, and others.
Negotiating the Contract

Terms and Conditions:

- MIT Terms and Conditions are the negotiating tool of choice.
- Much longer process if negotiating from vendor’s Terms and Conditions.
- Large vendors usually want to use their own Terms and Conditions
- Note: To protect you and the interests of MIT, all contracts between MIT and vendor should be reviewed and signed by Procurement.
Terms & Conditions Pitfalls

- Limitation of Liability (Indemnification and Hold Harmless)
- Contractor Warranty on Service & Equipment
- Rights in Deliverables (intellectual property rights in general)
- Insurance Requirements (Insurance Certificate)
- Governing Law
- Confidentiality: FERPA, PIRN
- IP Rights, Third-Party Infringement
Requisitions

✧ Back up as required (electronic preferred)
  ✧ Statement of Work/Description of Services
    ✧ Period of performance
    ✧ Method of payment/contract type
  ✧ Vendor proposal(s) or quote(s)
    ✧ Look for hidden terms and conditions
  ✧ Selection of Source/Justification of Price
✧ W-9 or W-8Ben, and vendor registration form
Independent Contractors:

✧ Governed by IRS and MA state regs
✧ Approval process – form, resume, client list
✧ Recertification required every two years
✧ Alternatives: MITemps, payroll

✧ Critical as enforcement of regulations intensifies.
✧ Penalties to MIT may involve significant fines
Independent Contractors

WHO IS AN INDEPENDENT CONTRACTOR?

• Paid through their Social Security #
• History of offering/performing similar services
• Work not comparable to MIT employees
• No direct supervision by MIT employees
• Project-driven, short term
• No office space or administrative services
• MIT students, employees not eligible
Independent Contractors

- Contractors not requiring IC approval
- Have federal tax ID number
- Entertainers, artists, referees
- Foreign citizens working in a foreign country
Request for Proposals

✧ RFP – (sample available on procurement website)
✧ Cover Letter
  ✧ Specifications/Statement of Work
  ✧ Instructions for Proposal Preparation
  ✧ Evaluation criteria
  ✧ Terms & Conditions (MIT)
✧ Award process: negotiate the contract while in a competitive environment
Signing Authority

✧ Procurement has formal authority to sign contracts

✧ This formal authority does not extend to departments, faculty, administrators (very few exceptions)

✧ Unauthorized signatures – personal liability exposure

✧ Do not sign contracts!
Contracts Team

Assistant Director of Contracts
Tony Flaherty
617-253-8268
aflahert@mit.edu

Senior Contract Administrator
Christina Lo
617-253-1747
loc@mit.edu

Senior Contract Administrator
Brion McAlarney
617-252-1545
brionm@mit.edu

Assistant Contract Administrator
Brenna Niles
617-253-0550
baniles@mit.edu
Thank You For Joining us!

How can we best support you?

Questions, Discussion