

VPF STATEMENT

News from the Office of the Vice President for Finance (VPF) | [Read this issue online](#) | [PDF version](#)

New Form: Selection of Source & Price Justification

VPF Sourcing and Procurement recently modified the Selection of Source and Price Justification form to improve this important component of the procurement process. The revised form includes straightforward questions and simplified layout. MIT community members, sponsors, and auditors were central in guiding these latest revisions.



[Download the new Selection of Source and Price Justification Form >>](#)

The Selection of Source and Price Justification Form is used when making purchases exceeding \$10,000. VPF Sourcing and Procurement reviews this form to ensure that purchases are in compliance with MIT policies and federal guidelines for vendor selection and price justification. As a reminder, the easiest ways to justify a purchase is to use a SmartBuy vendor or obtain competitive quotes from multiple vendors.

As before, the requirement for written quotes applies to purchases exceeding \$50,000. Written quotes for purchases less than \$50,000 should always be attached to a requisition whenever they are available or when the requisition does not include a clear and precise explanation of the item being purchased.

Completed Selection of Source and Price Justification Forms should be attached and submitted along with the requisitions. Vendor quotes, Selection of Source and Price Justification Forms, contracts, and other documents can be submitted electronically along with the requisition. Requisitions submitted with the proper documentation will be processed to generate a purchase order. If additional documents are needed, a procurement representative will contact the submitter.

Please note that the Selection of Source and Price Justification form is required when making a purchase through an MIT vendor listed on [SmartBuy](#). However, detailed explanations are not required in this case.

Community feedback regarding the revised form is greatly appreciated and can be sent to [Rose Durham](#), Manager of Procurement.

New eCat Feature: Split Purchases Among Cost Objects

The eCat purchasing system now offers the option to split purchases among up to 10 cost objects. Particularly useful for complex, multi-item orders, this option is available in the "Line Item Information" field on the "Create Requisition-eCat Vendor" screen.



Please contact Sourcing and Procurement (ecat@mit.edu, 617-253-7241) for assistance and with any questions.

HR/Payroll News

Employment and Income Verification -- Simplified

The Work Number, a service of Equifax Workforce Solutions, is now MIT's designated provider of [employment and income verification](#). Collaborating with The Work Number will simplify the verification process and accelerate decisions through an online system available to credentialed verifiers 24 hours a day, 7 days a week.

Typically, when a borrower applies for credit or other services where proof of employment or income is required, they provide consent to the credit grantor to verify their information. Verifiers must provide a permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). In the past, employment verification was processed through the VPF's HR/Payroll group -- up to 3,000 times per year.

For MIT employees, The Work Number Client Service Center is available Monday through Friday, 8 am-9 pm, at 800-367-2884, or by visiting www.theworknumber.com/employees.

Learn more about The Work Number and employment verification on the [VPF website](#). For questions, please contact HR/Payroll Manger, Chris Durham (617-324-1137, cfurham@mit.edu)

Tax Season Tips

Shipping Initiative

VPF has joined forces with Facilities, the Office of Sponsored Programs, and Environmental Health and Safety to review the outbound shipping processes at MIT. The goal is to simplify and refine the shipping methods on campus. To learn more, visit the [Initiatives page](#) on AdminConnect.



Accounts Payable Reminder

When completing an Electronic Request for Payment (eRFP) for a taxable payment to an individual, you must state if the payee is a U.S. citizen for tax purposes. If the payee is not a U.S. citizen or resident alien, you are required to enter the Visa type and country of citizenship.

Please contact [Accounts Payable](#) with any questions.

Whose Money Is It? Help Us Solve a Mystery and Win \$25 in TechCash!

VPF sometimes receives wires and ACH payments without enough information to determine the rightful owner. We do our best to track down where the money belongs, but sometimes we're stumped.



Please help us figure out whose money we have! Check out our [list of unidentified payments](#) and [contact us](#) if you can help. If you assist in solving a mystery payment, you will be entered in a drawing for \$25 TechCash.

VPF Training Opportunities

[Register now](#) for VPF training classes. These classes provide valuable information and guidance concerning VPF policies, procedures, and services.

All classes are held in [NE49-3100](#) (600 Technology Square, 3rd floor) in the Grand Cayman Conference Room. The instructors are members of the VPF staff who support DLCs in these areas.

W-2s for Former Employees

Current MIT employees may obtain their W-2s online through [Atlas](#), but individuals who worked at MIT in 2014 and no longer work here do not have access to the online system. MIT mailed hard-copy W-2s to these individuals in January. The W-2s were mailed to the primary address on file with HR/Payroll.

It is sometimes the case, however, that the address on file is not current. Former employees who have yet to receive their W-2s are encouraged to contact the HR/Payroll Service Center (payroll@mit.edu or 617-253-4255), which can provide W-2 copies by mail or send a password-protected PDF version via email.

Looking for your 1099-HC?

Individuals filing tax returns with the state of Massachusetts are required to demonstrate coverage under a health insurance plan. Coverage may be demonstrated by submitting a 1099-HC form, which insurance companies provide each year to covered individuals.

Individuals who have not received this form should contact Blue Cross, using the customer service number on the back of their card. This is the case whether individuals are covered under the MIT Choice Plan or the MIT Traditional Plan. [Learn more about the 1099-HC form >>](#)

Tax Workshop for MIT Students and International Scholars

As a service to MIT, PricewaterhouseCoopers (PWC) is hosting a workshop on April 1 to provide general guidance to MIT students and international scholars on the process of filing 2014 U.S. and Massachusetts tax returns. Developed and offered in conjunction with VPF, the Office of the Dean for Graduate Education, the International Students Office (ISO), and the International Coordinating Committee (ICC), the workshop will cover general tax information. It is not intended to provide individual tax advice. Registration is not required.

Please pass along the details below to students and international scholars. You might also post the [workshop flier](#) in your areas.

Wednesday, April 1
Broad Institute Auditorium (415 Main Street) – [Building NE30](#)

When	Who	Tax Status
10-11 am	International students (< 5 years in the US)	Nonresident Aliens for tax purposes
1-2 pm	International scholars (non-students)	Nonresident Aliens for tax purposes
2:30-3:30 pm	US resident students, international students (>4 years in the US) and international scholars	Resident tax filers (US Citizens, US Permanent Residents, Resident Aliens for tax purposes)

Concur 2.0 Update

Campus Presentations

Members of the VPF Travel Services team headed out to all corners of the campus, from the Alumni Association at W98 to the Industrial Liaison Program at One Main Street, in December and January, to demonstrate the Concur 2.0 new user interface and enhanced features. Their goal was to ensure a smooth transition for faculty, administrators, and students who use Concur.



Andrea Siegel and Devin Mead-Ward gave 34 demonstrations between December 1 and January 9. They were accompanied by the designated [Travel Representatives](#) for each DLC, which strengthened their ties with their DLCs and heightened awareness of their unique travel issues. The campaign wrapped up with four training sessions at VPF for users from all DLCs and extra drop-in training sessions.

For more information on Concur 2.0, check out the [overview](#). For specific questions email travelsupport@mit.edu.

New Approver Training Course

Travel Services is offering a new in-person [Concur 2.0 course](#) designed specifically for cost object approvers. The course also provides an overview of MIT travel policies and processes.

Upcoming sessions:
Tuesday, April 7, 1:30-3:30 pm.
Thursday, April 9, 10 am-12 pm

[Register for the course](#) through the MIT Learning Center.

Fundamentals of Financial Mngmt.	May 6-7, 9 am-12 pm daily
Introduction to Sourcing & Procurement	May 19, 9 am-10:30 am
Introduction to Travel & Expense	May 19, 10:45 am-12 pm
Accounting Fundamentals	June 3, 8:30 am-12 pm

In-Person eCat Training

VPF is offering in-person training for eCat's improved user interface. The sessions will take place in the Little Cayman Conference Room in [NE49](#), 11 am-12 pm, on the following dates:

- April 9
- May 14
- June 11
- July 9

Visit the [eCat homepage](#) for additional training opportunities, including video tutorials and a user guide.

More Ways to Learn

VPF staff members are available to provide customized training to members of the MIT community. [Request a customized training session.](#)

MIT training resources for administrators are just a click away.

- [VPF online and in-person courses](#)
- [Environment, Health & Safety training](#)
- [Learning and development offered by Human Resources](#)
- [IS&T training](#)
- [Office of Sponsored Programs training](#)
- [Join the MIT Yammer Network for training updates](#)

[Lynda.com](#) is another great option for training. MIT community members have access to over 1,000 online courses.

AdminConnect

Stay connected with AdminConnect, an online resource for MIT administrators that includes:

- [Administrative News](#)
- ["How To" articles](#)
- [Initiative overviews](#)
- [Guide to offices](#)
- [Administrative directories and committee listings](#)

HR/Payroll Key Dates | March 2015

- HR Employee Transactions: March 20

Protecting Your MIT Credit Card

Help us keep your MIT credit card information secure. Safeguard information associated with your MIT Travel and Procurement Cards as you would for personal credit cards. Please do not share credit card numbers, expiration dates, security codes, or PINs in any communication, including email or voicemail.



- eSDS Cutoff (Weekly):
March 23, 5 pm
- eSDS Cutoff (Monthly):
March 30, 5 pm

For complete details regarding the timing of HR/Payroll monthly closings and important dates, visit the [online schedule](#).

Important Links

- [SmartBuy: Buy from MIT's preferred and partner vendors](#)
- [eCat online ordering system](#)
- [Atlas](#)
- [Roles Database](#)
- [Ask VPF a question, offer feedback](#)
- [VPF Statement email list](#)

Financial and Administrative Service Areas Within VPF

Accounts Payable — 253-2750 | [Email](#) | [Web](#)
Accounts Receivable — 253-2758 | [Email](#) | [Web](#)
Budget and Financial Analysis — 253-2766 | [Email](#) | [Web](#)
Cashier Services — 253-5426 | [Email](#) | [Web](#)
Financial Accounting and Reporting — 253-2760 | [Web](#)
HR/Payroll Services — 253-4255 | [Email](#) | [Web](#)
Journal Vouchers — 253-4035 | [Email](#) | [Web](#)

Merchant Services — 253-2758 | [Email](#) | [Web](#)
Property Accounting — 253-2776 | [Email](#) | [Web](#)
Sourcing & Procurement — 253-7241 | [Email](#) | [Web](#)
Sponsored Accounting — 258-8483 | [Email](#) | [Web](#)
Tax Services — 452-4532 | [Web](#)
Travel Services — 253-8366 | [Email](#) | [Web](#)



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