



# VPF STATEMENT

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

## In This Issue

I am pleased to announce the promotion of Danielle Khoury to Controller for MIT. Danielle joined our Controllershship in 2008 and has served as one of our Assistant Controllers since 2012. Over that time, she has skillfully managed some of the most important functions of the Controllershship and established herself as an expert on MIT's finances and a thoughtful collaborator with our community. I am confident she will achieve great things for MIT in her new role, which officially commences on May 16th. I hope you will join me in congratulating Danielle on her well-deserved promotion. You can read more about Danielle in the story below.



On another front, I am excited to share the news that VPF Sourcing & Procurement has contracted with a selection of caterers to become Preferred Caterers for MIT. These eleven local businesses will provide discounts to all MIT customers and support new processes to streamline purchasing and billing. See the story below for a complete list of caterers and information on the types of services they provide.

The Sourcing & Procurement team worked with members of the community who have a wide range of catering needs on this year-long project, with three main objectives in mind: to streamline the selection process by qualifying and categorizing MIT's current catering vendors by type and services offered; to simplify internal paperwork; and to achieve consistent, equitable and quantifiable cost savings for the Institute. The outcome is that our community will save both time and money when it comes to catering events on campus.

While MIT has had preferred vendors in many other business categories, this is the first time the community can choose from a prequalified list of preferred caterers and benefit from discounted pricing on any sized catering order. I want to express my appreciation to team members Pam O'Neil, Ann Julian, Carl Biancucci, Andrew Eaton and Sara Malconian for taking on this substantial task, and for achieving outstanding results.

Bon appétit!

Best,

Glen Shor  
Vice President for Finance

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## Meet MIT's New Controller

## Fiscal Year-end Closing Schedule

MIT's fiscal year-end closing process is underway. We encourage you to review the [closing schedule](#) and [tips](#) for ensuring a smooth year-end close.

In addition, VPF has developed a [short online demonstration](#) to provide guidance to MIT community members involved in the closing process. While especially helpful to those who are new to the process, it is also a valuable refresher for experienced administrators.

Watch the [Year-end Closing Demonstration >>](#)

Please contact [vpf-cost-objects@mit.edu](mailto:vpf-cost-objects@mit.edu) if you have any questions about the year-end closing process.

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## Airgas Audit

Airgas will be conducting an inventory of cylinders across campus beginning on May 23.

This audit is necessary to ensure proper accounting of rental fees associated with Airgas cylinders on campus.

MIT's Environment, Health, and Safety Office (EHS), VPF Sourcing & Procurement, and Airgas encourage labs to return all empty and unused cylinders and dewars before the audit. Returning cylinders to Airgas in a timely manner can result in significant savings in rental fees.

To request pickup of empty and unused cylinders and dewars, go to [airgas.mit.edu](http://airgas.mit.edu).

If you have questions on the audit or Airgas, contact:

[Jim Bagley](#), Senior Buyer  
VPF Sourcing & Procurement  
617-324-8162

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## Purchase Order and Requisition Closeouts

As the end of the fiscal year approaches, please note that purchase order closeouts can be completed by using the Atlas-based Close Purchase Orders form. Go to [Atlas](#) and under Purchasing/Buying,

Assistant Controller Danielle Khoury has been named Controller for MIT and will assume her new position on May 16.

Danielle has worked with many sectors of the MIT community in her eight years of service to the Institute. She joined MIT in 2008 as Manager of Financial Reporting and was promoted to Assistant Controller in 2012. She has led processes of closing the books for the fiscal year and publication of the annual *Report of the Treasurer*, and is expert in some of the most complex areas of MIT's finances — from endowment accounting to reporting for MIT's growing roster of international engagements.

“After a comprehensive search and a review of a robust field of qualified candidates, it's evident to me that no one is better prepared and able to assume the helm of our Controllershship,” said Glen Shor, Vice President for Finance, in an email to the community announcing Danielle's promotion.

“My goals going forward are to expand our engagement with the community, to make everything we do more intuitive, and to simplify and streamline processes,” says Danielle. “I am fortunate to have so much support in this position, and to work with a talented team who strives to see issues from the community's perspective, and solves problems at the root cause.”

Previously Danielle worked at Pricewaterhouse Coopers (PwC) overseeing audits for many area universities, including MIT. “There was something dramatically different about auditing MIT,” she says. “People at the Institute were easy to work with, happy to help, and always open to changes that would help them do their best for MIT. I knew then that wherever I went next, I wanted to make a difference, and use my skills to solve problems through collaboration and team work. There's no better place to do that than MIT.”

Danielle holds a BS degree in Business Administration from Stonehill College and is a CPA.



MIT's Controller oversees all internal and external accounting and financial reporting, financial systems, internal controls, and financial compliance, and serves as an expert adviser on these matters.

## MIT's New Preferred Caterers Offer Discounts on All Orders

The VPF Sourcing & Procurement team has developed a list of Preferred Caterers for the MIT community. Benefits to using caterers from the Preferred list include discounts on every order and a streamlined purchasing and invoicing process.

### MIT's preferred caterers are:

[Baker's Best](#)  
[BG Events \(New England Gourmet\)](#)  
[Café Luna](#)  
[East Meets West](#)  
[Gourmet Caterers](#)  
[Jules Catering](#)  
[Rebecca's Cafe](#)  
[Rita's Catering](#)  
[Sebastian's/Zigo](#)  
[The Catered Affair](#)  
[Via Lago](#)



All preferred caterers will offer some level of discount from their retail pricing. Discounts will vary based on order size and event type. In all cases there will be a percentage discounted on the order and in some cases you will also benefit from a reduced delivery fee. All discounts will be clearly marked on your invoice(s) so that you can easily see your savings.

*Please note our preferred caterers were chosen from MIT's current roster of caterers, who expressed an interest in becoming a preferred caterer and met specific requirements. While using these caterers will bring cost savings to the MIT community, you may still use caterers who do not have preferred status.*

In addition to these off-site caterers, MIT's on campus dining vendors — **Aramark, Bon Appetite, Chartwells, and Pacific Street Café** — also offer catering services.

[Click here for details and contact information for each of MIT's preferred caterers on SmartBuy.](#)

VPF Sourcing & Procurement gathered information about each caterer in the qualifying process, and is

choose “Close Purchase Orders” to access the form.

Up to ten purchase orders can be closed directly through the web form including Standard (45xxx), Goods Receipt (65xxx), and Blanket (55xxx).

If you need a Contract (57xxx) PO closed, please [email VPF](#) and include the purchase order number(s).

SAP will update the status of all POs that were closed out in the system before 10:30 pm that day.

If you have questions or comments regarding this tool, please send an email to [pocloseout@mit.edu](mailto:pocloseout@mit.edu).

## Transforming the Buying and Paying Experience

VPF and IS&T are bringing a new system for shopping, buying, and paying for goods and services to the MIT community. The new system will be rolling out in January 2017 after a pilot period with select DLCs.

Buy-to-Pay (B2P) aims to simplify and improve the buying and paying experience for MIT community members. The redesign encompasses policies, processes, and a new cloud-based platform that brings transactions to one central portal for requisitions, purchase orders, invoices, RFPs, and ProCard charges. The B2P team has spent the past months working closely with a User Advisory Group comprising 38 individuals from across MIT and has provided presentations to many committees and DLCs to gather community feedback.

If you have questions, comments, or would like the B2P team to present to your group, please email [b2p@mit.edu](mailto:b2p@mit.edu).

## Limited Deliveries to Campus on Friday, June 3, MIT Commencement Day

Delivery trucks will have no access to certain areas of campus and only restricted access to the remainder of campus on Commencement day, Friday, June 3. MIT has communicated this to its partner and preferred vendors and to other vendors that routinely deliver to campus. Please contact Susan Bolster, Supervisor of Mail Services, at 324-3577 or [sbolster@mit.edu](mailto:sbolster@mit.edu) with questions.

## Home Depot Tax Exemption Notice

MIT is now registered with Home Depot and has obtained an MIT-wide registration number for state tax exemptions.

If you use your P-Card to make an MIT

pleased to share this data as it may be helpful when choosing a caterer for your event.

Feature	Caterers
<b>Sustainable:</b> These caterers use biodegradable or reusable flatware, serving dishes, plates, tablecloths, and have composting services. They work with local food banks for distribution of leftover food and have cooking oil re-use programs. Each may have all or some of these attributes; please inquire with the vendor. (Requests for biodegradable goods may incur an upcharge.)	Aramark, BG Events, Bon Appetite, Café Luna, East Meets West, Jules Catering, Rebecca's, Rita's Catering, Sebastian's/Zigo, The Catered Affair, Via Lago
<b>Specialty Diet/Menu:</b> These caterers can provide specialty menus such as Kosher, Halal, gluten-free.	Baker's Best, BG Events, Bon Appetite, East Meets West, Jules Catering, Rebecca's, Rita's Catering, Sebastian's/Zigo, The Catered Affair, Via Lago
<b>Farm-to-Table:</b> These vendors concentrate on sourcing local products. This can vary from caterer to caterer and is often seasonal. Please inquire with the vendor.	Aramark, BG Events, Bon Appetite, Jules Catering, Rita's Catering, Sebastian's/Zigo, The Catered Affair, Via Lago
<b>Last-minute Orders:</b> Most caterers require 24-hour notice for new orders. These vendors <i>may</i> take orders with less notice.	BG Events, Café Luna, Jules Catering, Rebecca's, Sebastian's/Zigo, Via Lago
<b>White Linen:</b> These caterers specialize in high-end, full-service event planning. Resources can include: venue selection, specialty rentals, A/V, décor, assistance with entertainment/music/speakers, and lighting. Services can vary. Please inquire with vendor.	Aramark, Baker's Best, BG Events, East Meets West, Gourmet Catering, Jules Catering, Rita's Catering, The Catered Affair, Via Lago
<b>On-campus Vendors:</b> Caterers who operate on campus and also do individual catering.	Aramark, Bon Appetite, Chartwells, Pacific Street Cafe
<b>Drop Off:</b> Caterers who offer quick, simple breakfast, lunch and dinner delivery.	Aramark, Baker's Best, BG Events, Bon Appetite, Café Luna, East Meets West, Jules Catering, Pacific Street Café, Rebecca's, Rita's Catering, Sebastian's/Zigo, Via Lago
<b>Simple, Staffed Events:</b> These caterers can accommodate events that require minimum staffing; something more than a drop-off, but less than a high-end, full-service event.	Aramark, Baker's Best, BG Events, Bon Appetite, Café Luna, East Meets West, Jules Catering, Rebecca's, Rita's Catering, Sebastian's/Zigo, The Catered Affair, Via Lago

If you have questions about caterers and catering, please reach out to these contacts in Sourcing & Procurement:

Pam O'Neil, 3-2756, [poneil@mit.edu](mailto:poneil@mit.edu)  
 Ann Julian, 3-8350, [amjulian@mit.edu](mailto:amjulian@mit.edu)  
 Carl Biancucci, 3-2520, [cb3@mit.edu](mailto:cb3@mit.edu)

## Are You Traveling? Tips for Prompt Expense Reimbursement

The VPF Travel team handles more than 160 expense reports per day, with the average total of \$1,629. If you are traveling on MIT business and want to get your travel expenses processed and reimbursed as quickly as possible, check out the top five reasons that expense reports get sent back to the traveler and tips to avoid these common reporting mistakes and omissions.



- 1. Missing receipts/missing itemization:** Itemized receipts are required for expenses of \$75 or more, for all business meeting meals, all meals with alcohol, and all local travel expenses regardless of the

purchase at Home Depot, you need to bring the Home Depot sales tax exemption form with you to avoid Massachusetts Sales tax on your purchase. Download the [Home Depot registration card here](#). Please note that Home Depot will not simply accept the MIT tax exemption number on your ProCard, you must take this additional step to meet Home Depot's requirements.

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

VPF sometimes receives wires and ACH payments missing sufficient information to determine the rightful owner. We do our best to track down where the payment 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 for VPF training classes by visiting the [MIT Learning Center on Atlas](#). These classes provide valuable information and guidance concerning VPF policies, procedures, and services.

Fundamentals of Finance & Accounting	June 8 8:30 am- 12 pm <a href="#">NW23-043</a>
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## 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](#)
- [SkillSoft](#)

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

## AdminConnect

Stay connected with AdminConnect, an online resource for MIT administrators

cost. Itemized receipts are also required for airfare, hotels, and car rentals. Consider downloading Concur Mobile to your smart phone and taking pictures of your receipts for easy upload to your expense report. (Remember to save the paper copy in case of an audit.)

2. **Business/First Class airfare or upgrade fees are not itemized:** Travelers may fly Business Class (or First Class if Business Class service is not offered) when the flight—or any segment of the round trip—has a scheduled in-air flying time greater than 6 hours, or the destination is outside North America (defined as the continental U.S., Canada, Mexico, Bermuda, and the Caribbean Islands). Travelers must itemize the lowest available coach fare (providing documentation) and the airfare difference.

Consider using The Travel Collaborative (TTC)—MIT’s preferred travel agency—or the Concur booking tool Cliqbook (fulfilled by TTC) for travel arrangements. TTC documents the equivalent coach fare on all itineraries. Unless specifically allowed by the sponsor, the cost of Business Class/First Class may not be charged to sponsored projects. Travelers must allocate the difference in airfare to a discretionary cost object.

3. **Alcohol not itemized:** If alcohol is not permitted by the sponsor it must be itemized and charged to a discretionary account. Even if it is permitted by the DLC, it still must be itemized in Concur. An itemized receipt is required for meals with alcohol regardless of the amount.
4. **Meals on hotel bill require confirmation no alcohol was included:** If you charge meals to your hotel bill and they are less than \$75 you need to include a comment that the meals did not include alcohol, if there was none. For meals more than \$75, or if there is alcohol, you must have an itemized receipt and itemize them in Concur. (See #3 above.)
5. **Missing comments on miscellaneous expenses under “other fees, materials, incidentals”:** You must include a comment for miscellaneous expenses explaining how they relate to the business purpose of the travel. Please note that every purchase you make while traveling is not necessarily reimbursable. For example, if you forgot your toothpaste and bought some on your trip, it is not reimbursable. While dental hygiene is important, toothpaste itself has no direct benefit to MIT or the sponsor. Use this sponsored-focused example when considering which miscellaneous travel expenses are reimbursable.

Questions? Review [travel policies on the VPF website](#), or contact your dedicated travel assistant on the [VPF Travel team](#).

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## Financial Review and Control (FRC) Application Updated

The VPF Financial Accounting & Reporting (FAR) team recently announced updates to the Financial Review and Control (FRC) Application. These changes went into effect in early May and reflect input gathered from users across MIT in the past year. The updates are summarized below:

- **Document Review is re-named “Detailed Review”:** When doing a Detailed Review, users should review the charge for allowability, reasonableness, and accuracy on the cost object, and if paper or electronic documentation exists, review and verify that all supporting documents, including packing slips are correct and in place. If there is no outside documentation produced as part of the original transaction (as is often the case with postage, internal income transfers, and small gifts) the detailed review would simply mean the reviewer has confirmed that the charge is appropriate for that cost object. Users do not need to request, create, or print documentation that is already in MIT systems of record simply for the purpose of selecting ‘DR’ in the tool.
- **New reasons “Incorrect Cost Object” and “Unrecognized – researching” are added to the Issues drop-down list:** Many users are using the “Issue Identified” status as a placeholder as they investigate a charge. The new “Unrecognized – researching” reason will allow users to flag the transactions they are looking into instead of selecting “Other” as an explanation in the comment field.
- **A new Reference field from SAP DTR is included:** This field displays information such as the invoice # for invoices, trip # for Concur travel reports, and the cardholder name for ProCard transactions.
- **Transactions are now grouped in the same order as the SAP Summary Statement (i.e., Travel, M&S, Service Facilities):** Transactions were previously grouped by the type of high-risk item (i.e., JVs, items greater than \$2500).
- **M&S Allocation GLs 600104 – 600107 are excluded from the transaction list:** This applies to interdisciplinary labs only. S&W Allocation (600100) is currently being excluded, so adding M&S Allocation to the exclusion list provides consistency in the types of charges interdisciplinary labs need to review on a monthly basis.

The FAR team has set up a new email address for questions/support. For FRC business-related or policy questions, users can now email [vpf-frc@mit.edu](mailto:vpf-frc@mit.edu).

that includes:

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

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## HR/Payroll Key Dates, May 2016

- HR Employee Transactions: May 20
- eSDS Cutoff (Weekly): May 23, 5 pm
- eSDS Cutoff (Monthly): May 26, 5 pm

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

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## 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 & 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 and Global Operations — 452-4532 | [Web](#)

Travel Services — 253-8366 | [Email](#) | [Web](#)



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