

# VPF STATEMENT

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

## In This Issue

In this month's *VPF Statement* we highlight the 2015 MIT Report of the Treasurer, which was released in late September. The culmination of hard work by VPF staff members and many others across MIT, this publication provides a financial window into the incredibly dynamic nature of MIT's research and teaching enterprise. I encourage you to review the report, as it is in many ways a product of your efforts, as administrators, over the course of FY15.

This issue also includes information about a new online Financial Review and Control (FRC) tool, which has been live since August. A regular monthly review of financial transactions is a linchpin of our system of financial management and control. Developed in collaboration with the MIT community, this tool strengthens the Institute's FRC process and makes it more efficient. There is no doubt that your work in using the tool will ultimately bear fruit in the process of compiling next year's Report of the Treasurer!

Best,  
Glen Shor  
Vice President for Finance

## FRC Application Enhances Monthly Account Review Process

A new online tool (web-based application) is available to help make the important task of monthly account reconciliation easier for administrators across campus. MIT policy requires that a person familiar with activity on a cost object review the financial transactions as part of a DLC's overall system of internal controls.

This new application is designed to highlight the high-risk transactions that should be double-checked at month-end to ensure that the financial policies and procedures a DLC has in place are effective. The application is meant to serve as evidence of the monthly review but is not intended to change or replace a DLC's current process for gathering and saving receipts, packing slips, documentation, and other backup.

The application is the result of collaboration between MIT community members, Information Systems and Technology (IS&T), and VPF. To help transition community members to performing monthly FRC using the new application, individuals from VPF, IS&T and the MIT Audit Division traveled to schools and administrative areas throughout the months of August and September to give demos and answer questions.

"What we like most about the FRC tool is that it advocates a risk-based approach and efficient documentation of the review process," says Elvie Mahoney, Audit Services Manager at the MIT Audit Division. "The report functionality of the tool will help account managers to oversee the completion of the FRC process more effectively."

[Learn more about the tool and the FRC process on AdminConnect.](#)



## International Shipping and Export Classification: The Basics

Export classification is of critical importance when making international shipments. With collaborators around the world, MIT sends thousands of foreign-bound items each year. While the details of export classification are complex, general knowledge of the rules will help ensure compliance and timely arrival of packages.

Export classification requirements may apply to international shipments of the following:

- Documents
- Technical data and software



## Treasurer's Report and Brown Book Available Online

The [2015 MIT Report of the Treasurer](#) and the 2015 Annual Report of Sponsored Research (the [Brown Book](#)) are now available on the VPF website.

Please note that the Brown Book is only accessible to those who have a current MIT web certificate. The information contained in the Brown Book is intended solely to be used inside MIT for the purpose of monitoring overall trends and developments in research funding.

## Payments to MIT Employees

As a reminder, all payments to MIT employees should be processed through HR/Payroll (not Accounts Payable). This includes supplemental payments (e.g., an honorarium for a speech). If you have any questions, please contact HR/Payroll at [payroll@mit.edu](mailto:payroll@mit.edu) or 617-253-4255.

## Reminder: New Procurement Cards

As highlighted in the July-August *VPF Statement*, Bank of America this fall will begin replacing MIT Procurement Cards (P-Cards) with new cards that will be equipped with chip-and-PIN technology. Requiring the use of PINs instead of signatures, the new cards will provide greater security for in-person transactions.



Current P-Cards will be replaced on a rolling basis as they expire or need to be reissued. Cardholders will receive detailed instructions prior to their transition to the new card.

The new cards will look different than the current P-Cards. They will use the above design, with an off-white/cream color.

Please contact the [MIT Credit Card Administrator](#) with any questions.

## VPF Training Opportunities

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

- Tangible items



A specific item may need an export license for all destinations, many but not all destinations, or only a few destinations, depending on its export control classification. Most items will have an [Export Control Classification Number](#). Some are considered defense items and are [ITAR-controlled](#). Publicly available information, including the results of fundamental research, is excluded from these controls.

The vendor or manufacturer of a commercially available item is the best source for export classification information. If the classification information cannot be retrieved easily, a consultation with MIT's the Export Control Officer will be needed.

For more information, visit the [Office of Sponsored Programs Export Controls website](#).

## New Process Facilitates the Purchase of DEA Scheduled Drugs I-VI

A new purchasing and safety approval process makes it easier for MIT departments, laboratories, and centers (DLCs) to obtain DEA Scheduled Drugs I-VI and strengthens safety and compliance oversight. Under the new process, all requisitions for controlled drug purchases should be generated online, in [Atlas](#). Orders will then be routed to Environmental Health & Safety (EHS) for approval. Order processing to the supplier will be based on the DEA classification of the drugs being purchased.

For drugs listed in Schedules I and II, the more highly controlled drugs, requisitions will be routed from Atlas to EHS for approval. The following documents should be scanned and attached to the requisition and then hand-carried to EHS, in [Building N52](#):

- Original copy of the order form (DEA Form 222)
- Copies of relevant licenses (DEA Form 223)

With EHS approval, purchase orders for Schedule I and II drugs will be routed directly to suppliers from EHS.

For drugs listed in Schedules III-VI, requisitions will be forwarded to EHS for approval. After EHS ensures the requisition is in order, a Sourcing and Procurement representative will create the purchase order and email it to the supplier.

In generating a DEA Schedule I-VI requisition in Atlas, DLCs should use material code 1585 (controlled substances) and G/L account 420157 (drugs & pharmaceuticals).

With questions, please contact the following:

### Environment, Health & Safety:

[Michelle Miele](#), Biosafety Officer, 617-253-8409, or  
[Carolyn Stahl](#), Senior Biosafety Officer, 617-253-5564

[David Petricone](#), 617-253-8393, in Sourcing and Procurement can be of assistance with procurement questions related to these types of orders.

## Sourcing and Procurement Reminders

### Diversify Your Suppliers

The Supplier Diversity Program connects MIT community members with diverse suppliers of goods and services at competitive pricing. The program works to maintain a supplier base that reflects the diversity of MIT and our community and provides a valuable resource for upholding MIT's values through purchasing decisions. Departments, labs, and centers are strongly encouraged to consider small businesses and diverse suppliers for all purchases. [Learn more](#) and [email the Supplier Diversity Program](#) with questions or for assistance.



### Supplier Registration Process

To register as an MIT supplier, new suppliers should fill out either a domestic or an international supplier registration form. The international form includes a series of questions that help determine whether a tax form is required and, if so, which one(s). The overall steps in the process are as follows:

- Community member provides forms to new supplier
- Supplier completes the appropriate form (domestic or international) and sends it, along with the necessary tax form, to community member
- Community member attaches the supplier registration form and tax form(s) to the requisition
- If additional information is required:
  - If supplier contact information is available, VPF will contact supplier directly by email and cc community member.
  - Otherwise, VPF will contact community member
- VPF sets up new supplier in the supplier database and processes the requisition

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.

Accounting Fundamentals	October 7, 8:30 am-12 pm
Fundamentals of Financial Mgmt.	November 17-18, 9 am-12 pm (daily)
Fundamentals of Financial Mgmt.	February 3-4, 2016 9 am-12 pm (daily)

### 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.

## 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.

### 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](#)

[Learn more about the supplier registration process and access forms and resources.](#) Contact [procurement@mit.edu](mailto:procurement@mit.edu) with questions.

## HR/Payroll Key Dates

- Employment Transactions (Monthly; including graduate students): October 21, 5 pm
- Electronic Time Entry and Approval Cutoff (Weekly):
  - October 13, 12 pm
  - October 19, 5 pm
  - October 26, 5 pm
  - November 2, 5 pm
- eSDS Cutoff (Weekly): October 26, 5 pm
- eSDS Cutoff (Monthly): October 29, 5 pm
- EDACCA Certification: December 31 for Q1 FY2016
- Late Distribution Change Requests: October 15; [submitted electronically](#) (certificate required)

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 & 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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