



### Request for Payment (RFP)

Members of the MIT community are strongly encouraged to use the Electronic RFP service (eRFP), which offers fast turnaround and a direct-deposit capability. To learn more and initiate an eRFP, please see <http://vpf.mit.edu/erfp>. This paper RFP is available as an alternative. Please provide the following information and send the completed form and original receipts to Accounts Payable, NE49-4064. Questions? Please contact Accounts Payable, 617-253-2750, [accounts-payable@mit.edu](mailto:accounts-payable@mit.edu). Note: This form is not intended for Human Subject payments. Please see the Human Subjects form at [http://vpf.mit.edu/ap\\_forms](http://vpf.mit.edu/ap_forms).

Please Type or Print Legibly

Date: \_\_\_\_\_  
Month Day Year

Make Check Payable to: \_\_\_\_\_

Payee Address: \_\_\_\_\_  
First Line of Address

\_\_\_\_\_ Second Line of Address

\_\_\_\_\_ City State Zip Code

Send Check to:  Above Address  
(select one)  MIT Address: \_\_\_\_\_  
 Call for Pickup: \_\_\_\_\_  
Name Phone

Payment and Accounting Information	Explanation of Expense
Amount: \$ _____ Cost Object: _____ G/L Account: _____ Purchase Order #: _____ Date of Service/Receipt of Goods: _____ Comment to Be Inserted on Check Stub: _____ DLC Approval Signature: _____ Individual with Approval Authority for Cost Object	Explanation required. If a food purchase was for a meeting, please indicate the individuals who attended and the meeting topic.

Individual Submitting the RFP: \_\_\_\_\_  
Name Phone Email

For tracking purposes, it would be helpful for us to understand why you are using a paper RFP versus the eRFP service. Please indicate:  PO Required  Unaware of eRFP Service  Had Difficulty Using eRFP Service  Sensitive RFP Payment