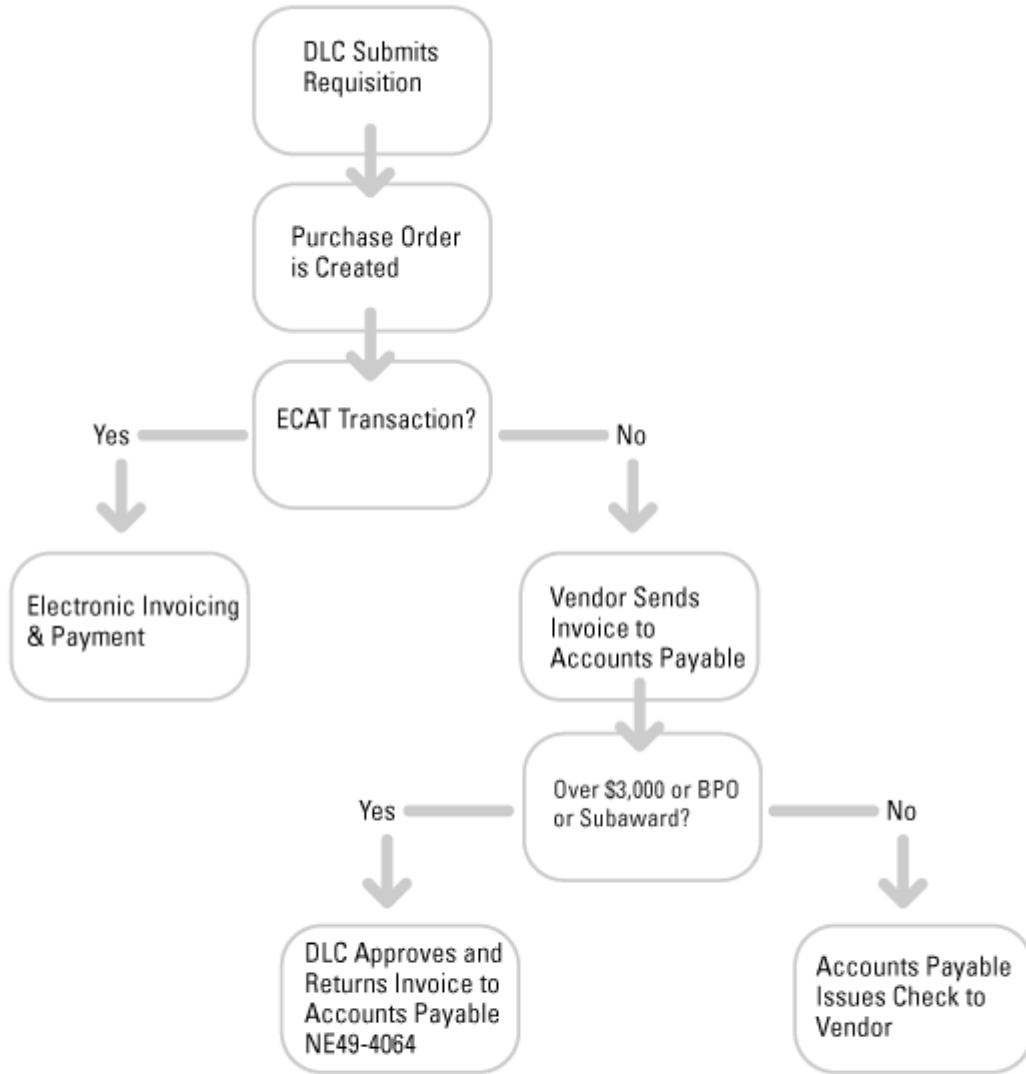


The Procurement / Accounts Payable Process with Purchase Order: External Vendor



Financial Review and Control Signoff Form– [June 2011] (FRC)

Administrative Services Organization

I, _____, have reviewed the activity on the following cost objects for the month referenced above in accordance with *The Guidelines for Financial Review and Control*. I have resolved all discrepancies identified during this review as completely as possible and I have attached documentation as appropriate.

Short Program Course

x.xxs	2xxxxxx	Course Name
--------------	----------------	--------------------

Date

Signature

An * indicates discrepancies were noted on this Cost Object during this review. Documentation detailing all discrepancies noted, and their resolution, is attached.

COMMENTS:

MIT Professional Education – Short Programs
SP Course Discretionary Transfer Statement

After summer course expenses are paid, I _____(Name) would like payments for teaching a 2012 summer course to go into a discretionary account(s).

(Please check one and fill in the blank)

100% of my payment for teaching a summer course to go into discretionary account.

Other option, please specify details:

Payments should go into discretionary account number(s) _____.

I understand that this decision is not reversible and that I cannot be paid directly for this same work from these funds at a future time. This form must be received at Short Programs a minimum of one week prior to my course running.

Note that this decision has no impact on pay decisions for any other activities of a similar nature.

Signed,

Date _____

Course number _____

Course title _____

2012 SHORT PROGRAMS REVENUE REPORT
PROFESSIONAL EDUCATION

PROGRAM DETAILS	
Course number Course Name Faculty Name Co-Faculty Name SAP Account Number Admin Assistant	
Program Start Date Program End Date	

PROGRAM FEES	
--------------	--

REVENUES

Tuition (p/wk)	\$1,000
Total Number of Participants (p/wk)	25
Discounts/Scholarships	(\$5,570)
Total Tuition Collected	\$19,430

INDIRECT EXPENSES

IN DOLLARS

Provost Fee 10%	\$1,943.00
SP Admin 15%	\$2,914.50
SP Marketing 15%	\$2,914.50
Total Indirect Expenses	\$7,772.00

TOTAL REVENUE minus Indirect Exp

\$11,658.00

DIRECT COURSE EXPENSES

IN DOLLARS

Carry Over Balance positive/negative	\$208.67
Professional/Consultants	\$3,000.00
Books & Publications	\$500.00
Meetings - Food & Beverages	\$500.00
Postage Mailing and Shipping	\$23.50
Expenses Sub Total	\$4,232.17

NET REVENUE AVAILABLE

\$7,425.83

insideMIT Welcome Nadia Ustariz, 02/08/2012

Request a Reimbursement (RFP)

[Save & Continue](#)

- [Help](#)
- [Home](#)

Icon Glossary

- * = Required field
- = Detailed Info

Reimbursement details

* Payee	John Smith
Charge to	MIT
Name this RFP	Available for your use.

Mailing instructions

Mail check to payee or Deliver check to MIT address

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>* Country</td> <td>Andorra</td> </tr> <tr> <td>* Address</td> <td></td> </tr> <tr> <td>* City</td> <td></td> </tr> <tr> <td>Postal Code</td> <td></td> </tr> </table>	* Country	Andorra	* Address		* City		Postal Code		<input type="checkbox"/> Hold check for pickup at Accounts Payable office Name <input type="text"/> Building-Room <input type="text"/>
* Country	Andorra								
* Address									
* City									
Postal Code									

Line items

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	mm/dd/yyyy			\$
	* Explanation			
	Add Line			

Note to Central Office

[Save & Continue](#)

Independent Contractor Information: see additional link on
<https://web.mit.edu/professional/summer/faculty/private/index.html>.

Independent Contractor Information: see additional link on
<https://web.mit.edu/professional/summer/faculty/private/index.html>.



Selection of Source

Requisitions exceeding \$5,000

Requisition Number: Selection of Source: MIT requires vendor and price justification for requisitions exceeding \$5,000. Please complete this form to explain why this bid was selected and how a reasonable price was determined. Remember to provide written quotes whenever available and *always* when the purchase price exceeds \$10,000.

To complete this form, save a copy to your computer and email the form to the buyer associated with the requisition. If a buyer has not been assigned, email the completed form to procurementdocs@mit.edu.

Selected Bid	Company Name	Total Price

Please include the requisition number in the email subject line when submitting this form.

Section 1: Please list all companies you researched and the pricing that was provided.

Section 2. Why did you choose this vendor? (select one)

Select your primary choice from the dropdown menu

Section 2a. Provide further explanation based on section 2. Request for additional information will appear here...(Section 2 explanation space, if needed)

Section 3. How did you determine that the price was reasonable? (select one)

Select your primary price determination criteria from the dropdown menu

Section 3a. Provide further explanation based on section 3. Request for additional information will appear here...(Section 3 explanation space, if needed)

Requisitioner's Signature Form 2.5A (10/2011) For questions, please email procurement@mit.edu.

2012 SHORT PROGRAMS CLOSING STATEMENT
PROFESSIONAL EDUCATION

PROGRAM DETAILS	
Course number Course Name Faculty Name SAP Account Number Admin Assistant	
Program Start Date Program End Date	

PROGRAM FEES	
--------------	--

REVENUES	
Tuition (p/wk)	\$1,000.00
Total Number of Participants (p/wk)	25
Discounts/Scholarships	(\$5,570.00)
Total Tuition Collected	\$19,430.00

INDIRECT EXPENSES	IN DOLLARS
Provost Fee 10%	\$1,943.00
SP Admin 15%	\$2,914.50
SP Marketing 15%	\$2,914.50
Total Indirect Expenses	\$7,772.00

TOTAL REVENUE minus Indirect Exp	\$11,658.00
-----------------------------------------	--------------------

DIRECT COURSE EXPENSES	IN DOLLARS
Carry Over Balance	\$208.67
Professional Services/Consulting	\$3,000.00
Books & Publications	\$500.00
Meetings - Food & Beverages	\$500.00
Postage Mailing and Shipping	\$23.50
Expenses Sub Total	\$4,232.17

REVENUE AVAILABLE	\$7,425.83
Program Director	(\$3,000.00)
Approved Discretionary Transfer	(\$4,425.83)

FINAL BALANCE	\$0.00
----------------------	---------------