



COVERSHEET FOR ALL HARDCOPIES OF RECEIPTS

RFP NUMBER: _____

PAYEE'S NAME: _____

STUDENT GROUP NAME: MITOC

STUDENT GROUP ACCOUNT #: 2720209

G/L ACCOUNT #: _____

AMOUNT: \$ _____

CONTACT INFORMATION (SUBMITTOR'S NAME & EMAIL): mitoc-trez@mit.edu

G/L ACCOUNT NUMBERS

420140 – Conference Expenses	420392 – Copying
421000 – Food	420166 – Entertainment
421586 – Membership Dues	420226 – Materials & Services
420258 – Office Supplies	420290 – Police
420920 – Postage & Mailing	420298 – Professional Services
420302 – T-Shirt Printing	420080 – Travel
421600 – Vehicle Rental	420254 – Donations
420319 – Awards, Prizes, Scholarships	

DID YOU?

Attach all original ITEMIZED receipts with proof payment?	Y	N
Attach scans of receipts to online RFP?	Y	N
Confirm available funds in your account?	Y	N
Use the correct account (funding vs. main)?	Y	N

****Print out of the RFP confirmation page may serve as a substitute to this cover sheet****