

Paying through Colin

If you have to pay for a large purchase, or are uncomfortable putting down your credit card for a reservation, you can go to the SAO and pay using Colin Codner's card.

- 1) Email swe-treasurer@mit.edu with what you are ordering, the total cost, and where you are ordering from.
- 2) I will send an email approving the purchase to Colin and you will be cc'ed. Make sure you receive this before you go to the SAO (W20-549).
- 3) If possible, place the order or reservation beforehand and ask to call back later with the payment information.
- 4) Go to the SAO office hours (MWF 2-4) or schedule an appointment (TH 2-3) through this link: <http://studentlife.mit.edu/office-hours-0>. Try to not leave this for the last possible day in case Colin happens to not be there.
- 5) After you have paid for the order, bring Colin the physical receipt or email him an electronic copy of the receipt.

Important

- 1) For any expenses related to travel off of the MIT campus, fill out the travel form: http://studentlife.mit.edu/sites/default/files/Student%20Travel%20Form-2_0.pdf
- 2) If you need to reach me urgently, call or text me at (503) 804-9732.