

### **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) Fill out the PCard approval form: <https://goo.gl/forms/KFeKOYNL0f90A9S52> This will notify me via email.

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**

For any expenses related to travel off the MIT campus, fill out the travel form:

[http://studentlife.mit.edu/sites/default/files/Student%20Travel%20Form-2\\_0.pdf](http://studentlife.mit.edu/sites/default/files/Student%20Travel%20Form-2_0.pdf)