

# How can I send an RFP to an MIT affiliate?

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I need to send an RFP (Request for Reimbursement or Request for Payment) to an MIT affiliate. This may be because the person is the RFP creator, and I am requesting changes, or because the person is an RFP approver. However, I'm not able to find the person in the RFP person search. How can I send the RFP to this person?

### Solution

Send an email to Accounts Payable at [erfp@mit.edu](mailto:erfp@mit.edu), specifying the document number, and the name of the person to whom you want to send the RFP. Accounts Payable will move the document into that person's RFP Inbox.

### See Also

- [Purchasing, RFP and Travel Landing Page](#)