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, 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