

**Check-in:** <https://engage.mit.edu/submitter/form/start/452138>

**asa**

association of student activities

**General Body Meeting**

**October 29th, 2020 | 17:00**

# Agenda

1. Updates from DSL
  - a. Contact Gus Burkett (gburkett [at] mit [dot] edu) for information on Student Center renovations and COVID policies
2. Updates from the board
  - a. President
  - b. Treasurer
  - c. Space
  - d. Groups



# Financial Information

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Receiving & Procuring

# ■ Receiving Outside Funds

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## WIRE INFORMATION

Bank name—Bank of America, NA

Bank address—100 Federal Street, Boston, MA 02110

Wire payment ABA routing number—026 009 593

ACH ABA routing number—011 000 138

SWIFT code—BOFAUS3N

DDA account number—**004632424694** (“MIT incoming wire”)

Wire details—name of MIT program and invoice number or account number to which the transfer should be credited

- If giving organization is insisting on sending a check, unfortunately the check will sit until we are back on campus

# ▪ Receiving Outside Funds (cont.)

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- ❖ MIT Mailing address for checks
  - ❖ *77 Massachusetts Avenue*
  - ❖ *Cashiers Office NE-49 3000*
  - ❖ *Cambridge MA, 02139*
  - ❖ (Please have sender, identify your organization on check stub or in an accompanying letter)

# Making Payments/ Purchases

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- ❖ Buy2Pay

- ❖ Can be used for all purchases

- ❖ <https://mit.coupa.com/user/home>

- ❖ RFP's

- ❖ Reimbursements

- ❖ <https://atlas.mit.edu>

- ❖ CVC's

- ❖ Controlled Value Cards

- ❖ <https://engage.mit.edu/submitter/form/start/437777>

# Contact Information

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❖ <https://www.timecenter.com/studentactivitiesoffice/>

# Updates from President

- COVID-19 ASA responses
  - Considering a January Midway for groups to get more interest in recruitment (same online platform as before, [midway.mit.edu](https://midway.mit.edu))
  - Working closely with DSL to figure out on-campus space policies for the spring (let us know your thoughts and need so we can communicate them to DSL!)



# Updates from President

- Do the COVID student org impact survey - we can't advocate for changes we don't know students need, these results will go directly to DSL leadership:

<https://engage.mit.edu/submitter/form/start/444662>

# Updates from Treasurer

- We have LEF and ARCADE funds - please apply if you think your event is even close to applicable!

<http://asa.mit.edu/group-resources/funding-large-events>

# Updates on Space

- CAC/EHS cleanups of closed spaces ongoing while campus is closed (cleaning out trash, rotting food, etc.)
- Space allocation cycle (for lockers and office space) pushed back to next year (Fall 2021)
- Space oversight board starting SOON!

# Updates on Groups

- Group applications: 24 applied
  - Through first round of responses, handling appeals and groups' emails

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