
Update to SUNY Administrative Procedure Manual **Item 7553 (previously Item 300)**

As a result of legislative action to help SUNY fulfill its educational mission, changes have again been made to Item 300 of the SUNY Administrative Procedure Manual. Simply stated, SUNY and the State Comptroller's Office have enacted new rules to simplify the procurement process and these procedures are now known as Item 7553.

The State does not differentiate between commodities, services and printing when it comes to procurement rules. There are no special rules differentiating how items are purchased. **Pre-approval by other State agencies (Office of the State Comptroller, Attorney General's Office) are no longer required on purchases under \$250,000.00 unless the transaction is sole/single source.** This one change should significantly shorten the timeline now required to provide for campus needs. Bid requirements have also changed greatly. This applies to all open market purchases (purchases made from other than preferred sources or State P-contracts). The thresholds and requirements are listed below:

1. **Purchases under \$20,000:** a statement of reasonableness of price and justification of the selection process should accompany your purchase requisition. If acceptable orders can be placed within five working days.
2. **Purchases from \$20,000.01-\$50,000.00:** require the procurement to be advertised in the New York State Contract Reporter. Orders accompanied by a statement of reasonableness of price and justification of the selection process, can be placed 15 days after the ad appears in the publication.
3. **Purchases from \$50,000.01 to \$125,000.00:** require advertisement in the New York State Contract Reporter, and a minimum of three informal quotes or proposals and related analysis. Orders will be placed a minimum of 15 days after the ad appears in the publication and a thorough analysis review has been performed by the Procurement Office.
4. **Purchase from \$125,000.01 to \$250,000.00:** require the same advertisement in the New York State Contract Reporter, and a minimum of five sealed bids. Orders will be placed a minimum of 15 days after ad appears and a thorough bid analysis review has been performed by the Procurement Office.
5. **Purchases above \$250,000.01:** requires the same bid and advertisement requirements listed in Part 4, along with pre-approval of the State Comptroller and Attorney General's Office. This process takes a minimum of 45 days.

A statement of reasonableness of price and justification of award can be based on informal quotes via (telephone or fax), the demonstrated cost to other government agencies (GSA contracts), and/or historical cost or price comparison. When formal quotes are required, the assistance of the Procurement Office is highly recommended. All sealed bidding will be performed by the Procurement Office. The analysis for all formal quotes or bids will be performed by the Procurement Office, who may award/reject them based on their final analysis. If you have any questions relating to these changes, feel free to contact the Procurement Office at (631) 632-6010.

STATE PURCHASING NEW YEAR REQUISITIONS

As a reminder, in order for the Procurement Office to facilitate New Year orders it is requested that when submitting New Year requisitions you provide a detailed description of either the services and/or products being ordered. In addition, whenever possible, you should reference the preceding fiscal year purchase order number on your requisition.

STATE LAPSING FUNDS

The last date to receive items to be paid against fiscal year 06/07 is **Friday, July 13, 2007**. The entire lapsing funds calendar is posted on the Procurement website at: www.stonybrook.edu/procurement. To assist us in receiving all outstanding orders prior to July 13th please reply, as quickly as possible, to expediting reports sent to you by JoAnn Sandford and/or Jonathan Rios. At this time, we are requesting that you forward all invoices with approval for payment to the Procurement Office Z=6000, as quickly as possible, to facilitate payment. In addition, please review your 06/07 encumbrances to determine which ones are no longer needed and therefore, should be disencumbered. To request a disencumbrance of funds, please send an email to JoAnn Sandford in the Procurement Office. Any 06/07 blanket encumbrance that needs to be re-encumbered in the new fiscal year 07/08 will require the submission of a new requisition.

UNAUTHORIZED PURCHASES AND REQUESTS FOR SERVICES

Employees of Stony Brook University Main Campus, Medical Center, Long Island State Veterans Home, Stony Brook University Southampton Campus and any other University affiliated offices or departments are not authorized to purchase merchandise and/or request services from a vendor without the prior approval of the Procurement Office. Prior approval constitutes the issuance of a formal purchase order by the Procurement Office. Invoices submitted along with a purchase requisition “after the fact” as “payment purposes only” will not be accepted by the Procurement Office. If a campus department deems an order or service to be an emergency they must contact the Procurement Office for written authorization prior to purchasing the goods or initiating the emergency service. The Procurement Office staff is available weekdays from 8:00 AM to 5:00 PM to assist you in placing and expediting your emergency orders. Campus departments are also encouraged to apply for the State Corporate Procurement Visa Card to expedite the placement and receipt of emergency orders. For more information on the corporate card program please contact Maryann Dolan at 632-6017.

Individuals who enter into an agreement with a vendor to start providing goods or services on behalf of the University or whom intend to bind the University to financial commitments without prior authorization from the Procurement Office are in violation of State Law and University policy. Individuals may be subject to the imposition of discipline and may be held personally liable for any indebtedness that is ultimately held to be owed to the contractor/vendor. All goods ordered for Stony Brook University Main Campus, Medical Center, Long Island State Veterans Home, Stony Brook University Southampton Campus and any other University affiliated offices or departments must be shipped to the respective University receiving address. Under no circumstance are deliveries to be made to an address other than an official, University-related receiving address (i.e. Central Receiving, SBUH Receiving, LISVH Receiving, Brookhaven National Lab, VA Medical Center, Cold Spring Harbor Lab, etc). Payments and/or reimbursements will not be processed for items shipped to a home address unless the appropriate justification is included.

Retail Store Corporate Cards

Employees of Stony Brook University, Stony Brook University Hospital, the Long Island State Veterans Home and any other University affiliated offices or departments are **prohibited** from opening any retail store corporate card accounts (e.g. Best Buy, Home Depot, Sears etc.) in the name of Stony Brook University, Stony Brook University Hospital, the Long Island State Veterans Home and any other University affiliated offices or departments. **The Procurement Office is the sole campus authority that can enter the University into agreements with retail vendors to provide retail corporate cards.**

Departments are reminded that all vendor purchases and service requests require the submission of an official purchase order to the vendor by the Procurement Office on behalf of the University and its affiliates.

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Blanket Purchase Orders for Food Purchases DIFR, IFR, HIFR, State and State Special Appropriation Accounts

Departments must submit a justification (i.e. general description of events to be held) along with each requisition submitted for blanket food encumbrances.

When departments submit an invoice for payment against a blanket encumbrance, along with their payment approval departments must also provide the following:

- A detailed program and or event description specifying the nature of the University business conducted and its benefit to the State/University must be provided.
- A listing of each individual in attendance at the event and their relationship to the business conducted must be submitted along the payment/reimbursement request.
- Original itemized receipts (i.e. receipts with detailed food/beverage purchase information). Credit card receipts and/or statements **will not** be accepted for reimbursement.

Blanket encumbrances should be estimated for an **entire** fiscal year and submitted on a single requisition for each vendor. Departments should refer to prior year expenditures when estimating blanket encumbrances for food purchases. Should the need arise for additional funding a change order must be issued increasing the existing purchase order. All encumbrances, whether they are initial or subsequent increases, must adhere to all appropriate OSC Procurement procedures when exceeding \$2,500.00.

The Procurement Office will not issue vendor payments for beer, liquor, or wine charges.

The Procurement Office will not issue vendor payments (drawn against DIFR, IFR, HIFR, State, and/or State Special Appropriation Accounts) for food and beverages for members of the University Faculty and Staff when they are engaged in routine University business (i.e. faculty/staff meetings and/or departmental working lunches). The sole exception is when invited

guests (other than university faculty and staff) are present and the meeting is clearly for business purposes.

RESEARCH ACCOUNTS PAYABLE

Stipends: The status of the Participant must be clearly indicated on the form to prevent a delay in processing, i.e., U.S. Citizen, Resident Alien or Non-Resident Alien. Payments to Non-Resident Aliens are subject to immediate withholding at the rate of 30%. We have also received additional information from Human Resources and RF Central that states only J-1 or F-1 visa holders can be paid a participation or fellowship stipend. Please note that all Participants will receive a Form 1099 tax statements for U.S. Citizens and Resident Aliens from the Research Foundation indicating the amounts they were paid. They must also complete a W-9 form. Resident Aliens must attach a copy of their Resident Alien Card.

Non-Resident Aliens must complete the W8BEN form and will receive a Form 1042S tax statement. This form will indicate the taxes withheld and payments.

Department Contacts: Please indicate clearly on requisitions, the full name and telephone number of the person to be contacted for clarification on any items related to the requisition or Purchase Order. This will avoid any delays in payment.

Reimbursement for Prospective Employee/Student Travel Expenses: Individuals being reimbursed for Travel Expenses using Research Foundation Funds **must complete** the RF Independent Contractor form located on the Procurement website. The Travel Form **is not** to be used.

Independent Contractor Fees: All departments requesting fees to be paid to **Non-Resident Aliens are responsible for finding out if they can apply for exemptions under current Tax Treaty Provisions.** Once the payment has been made, and the withholding deducted this process cannot be reversed.

Blanket Orders: We are requesting that Departments review and close all outstanding Blanket Orders that are more than a year old. This ensures that record keeping is more accurate, and helps expedite the close-out process of terming grants.

IDC Close Outs

New IDC projects are currently being established for **Fiscal Year July 1, 2007 to June 30, 2008.** The establishment of new IDC projects annually ensures that expenditures are recorded in the proper fiscal year. This process will also expedite a review of the projects to allow close out of all stale dated items residing in the system.

For IDC projects **terming June 30, 2007** the last day to submit non-emergency Purchase Orders is **June 15, 2007.**

The Procurement Office asks IDC Project Managers to have the appropriate personnel review all outstanding transactions so that projects can be closed out in a timely manner. This will also ensure that the new projects will reflect a more accurate balance. We will work with departments to:

- carry forward any specialized and recently issued Purchase Orders with future commitments
- disencumber excess balances left on open Purchase Orders so they can be transferred to the new project
- encumber new Purchase Orders against these newly established IDC projects

The Procurement Office is working to ensure the resolution of outstanding items and to help provide a smooth transition to the establishment of the new IDC projects. We greatly appreciate your assistance in this process.

Direct any questions concerning:

- **Purchase Orders:** Edith Koelln 2-6068
- **Accounts Payable:** Bill LaCascia 2-6001
- **Allocations:** Esther Miller 2-9025

Managers of IDC projects will be notified of their new IDC award/project numbers by the Office of Sponsored Programs and projects receiving annual allocations will be available for expenditure on **July 1, 2007** in anticipation of the New Year allocation.

[UUP INDIVIDUAL DEVELOPMENT AWARDS](#)

In order to avoid a delay of travel expense reimbursement, here are some reminders based on OSC audit requirements for travelers. Please submit the following information/documentation along with your reimbursement request:

STATE TRAVEL CHECKLIST

- **Standard Voucher (AC 92)** requires signature and title of recipient
- Copy of **UUP Award** letter indicating account number
- Original receipts such as a **hotel bill** with itemized breakdown of charges
- **“Over the max”** justification for lodging when exceeding the federal per diem rate. The hotel rate will automatically be adjusted to the government rate without justification.
- Indicate single rate when lodging is shared
- Lodging location should be identified even if only claiming meals
- **Airfare** actual passenger receipt or if ticket purchased online include trip itinerary and proof of credit card payment
- **Car rental** receipt (rental agreement). A justification is required when lodging is at conference site. Taxes in NYS are **not** reimbursable. Traveler should purchase **liability damage waiver and/or collision damage waiver (LDW/CDW)**. **Any other type of insurance, including PAI (Personal Accident Insurance) will not be reimbursed when renting a car from either a contract or non-contract rental agency.** Enterprise is the state-contracted service provider for both NYS and out of state travel.
- **No receipts required** for transportation expenses under \$75 such as tolls, taxis, limousines, ferry, shuttles, trains and parking (include a breakdown of charges)
- Business calls justification: Document purpose, telephone number and party called
- **IRS mileage** allowance for the following calendar years: The current 2007 mileage rate is 48.5 cents per mile. The 2006 mileage rate was 44.5 cents per mile
- A **signed** mileage statement form (**AC 160**) if claiming personal car mileage only.

- A **program**/brochure or conference literature, indicating conference dates, location, and daily schedule or agenda
- **Registration fees** require the registration form and one of the following: canceled check, copy of charge statement, or confirmation from the conference event indicating the dollar amount paid
- When traveling with a coworker on State funds, **each traveler must claim his/her own lodging, meals and registration fees**
- Telephone # or email address where a contact person can be reached.

Visit the Procurement website at www.stonybrook.edu/procurement/ to obtain **FORMS**, and **TRAVEL LINKS** to domestic and foreign per diem rates, Map quest, meal schedules and foreign currency converter.

If you require additional information regarding State travel policy and procedures, contact Rosalie Makarick at 632-6022 or email: rosalie.makarick@stonybrook.edu.

Reimbursement of Relocation Expenses

Reimbursement of relocation is a reportable expense and is subject to Internal Revenue Service (IRS) tax guidelines.

State: SUNY recently revised their relocation policy. State employees may now be reimbursed for actual moving household goods, personal effects and travel expenses that exceed the previous limit of \$3,000.00. The appointee should select a carrier that is registered with the Interstate Commerce Commission. If a private mover is used, three written estimates must be obtained; the lowest of which will be used for reimbursement.

Claim for reimbursement must be submitted within one year of the effective date of the appointment.

Relocation Expenses Eligible for Reimbursement:

- Basic cost of moving household goods.
- Basic cost of rental of trailers and trucks.
- Cost of packing and/or unpacking of household goods or personal effects, if such services are provided by the carrier.
- Cost of transportation of the appointee and his/her family to the new location at the current New York State rate for the use of personally owned vehicles, the mileage to be measured by the shortest highway route between two places of residence. Payment will be made for one vehicle only, or actual method of transportation used (e.g. airfare).
- Cost of additional insurance above the lowest valuation rate charged.

Relocation Expenses Ineligible for Reimbursement

- Transportation of automobiles, boats and other motor vehicles.
- Household goods and personal effects in excess of 12,000 pounds. Temporary housing and pre-move expenses.

Required Documents

- Standard Voucher (AC 92) indicating state account number.
- Request for Reimbursement for Moving Expense Agreement (AC 1099)
- Relocation Expense Authorization (SUSB 1401C)

- Original Bill of Lading, copy of Packing Slips and Proof of Payment
- [Statement of Automobile Travel \(AC 160\)](#) if requesting the cost of moving one personal automobile at the IRS allowable rate of \$0.485 per mile effective 1/1/07.

Research Foundation: Research Foundation employees may be reimbursed up to \$3,000.00 for moving household goods and personal effects. Employees must attach the Research Foundation [Moving Expense Reimbursement Request and Authorization Form - \(PROC0002\)](#) and original receipts to a Research Foundation Purchase Requisition.

For tax purposes, the IRS classifies moving expenses into two types:

Qualified (non-taxable)

- Reasonable costs for transportation and storage of household goods and personal effects.
- Travel and lodging payments for moving from previous residence to new residence.
- Use of personal car (receipted gas or \$0.20 per mile).

Non-Qualified (taxable)

- Moving expenses not previously listed such as meals and pre-move expenses.

Call Rosalie Makarick at [2-6022](tel:2-6022) for additional information regarding relocation guidelines.

Required documents for reimbursement of relocation expenses may be downloaded from the Procurement website. Visit www.sunysb.edu/procurement

NOTE: If a State or Research Foundation employee terminates employment within one year of their appointment date all funds must be repaid back to the appropriate funding source.

STATE TRAVEL REMINDER

According to the Office of the State Comptroller, the Payee ID field is a required field when entering a payment on the SUNY system. Therefore, when completing a State Travel Voucher (AC132) for employee reimbursement of travel related expenses, it is required that the traveler indicate his/her Social Security # in the Payee ID field on the form.

When completing a Standard Voucher (AC92) for a non-employee reimbursement of travel related expenses the non-employee must also indicate his/her Social Security # in the Payee ID field on the form.

No payments can be made without this information; missing SS #'s may cause a delay in payment.

Procurement Office Moving to Research & Development Campus

This coming fall, the Stony Brook University Procurement Office will be moving from its current location in the Melville Library to Building 17 of the University's new Research and Development Campus. The R&D Campus is located on the former Gyrodyne grounds, just west of Stony Brook Road and the University Campus. More details on the relocation on the Procurement Office's will be provided in upcoming issues of the weekly Campus Announcements.