

## Unauthorized Purchases and Split Ordering

Any employee who directs a vendor to provide goods or services on behalf of the University without prior authorization from the Procurement Office is in violation of OSC and University policies. **Campus departments are reminded that vendor invoices submitted along with a purchase requisition as “payment purposes only” will not be accepted for payment by the Procurement Office.** Should employees choose to proceed with such purchases they are reminded that they may be subject to disciplinary action and/or be held personally liable for any debt that is ultimately owed to the vendor/contractor.

If a campus department considers an order or service to be an emergency they must contact the Procurement Office for authorization prior to purchasing the goods or requesting the emergency service.

University departments are also advised to anticipate their merchandise/service needs for the entire fiscal year in order to avoid the submission of multi-order requests for the same vendor, also known as “split ordering”. Departments are advised to submit one purchase requisition for each respective vendor. If and when additional items or services are required from the same vendor within the fiscal year, departments must submit an email to the respective buyer requesting an addition of goods or services to the original purchase order.

## Changes Regarding the University’s Copy Center

The 2008 Spring Semester will bring changes to Stony Brook University’s Copy Center, located on the lower level of the Melville Library. Our current vendor, FedEx Kinko’s, is leaving the facilities management field. In anticipation of this, the Procurement Department put out an invitation for bids to provide equipment and management for the University Copy Center. The winning bid was submitted by IKON Office Solutions, Inc. IKON is the world's largest independent channel for document management systems and services, integrating best-in-class copiers, printers and technology from leading manufacturers with high-end document management software and systems to deliver tailored, high-value solutions for document management. IKON provides customized, scalable solutions that streamline every phase of the document lifecycle from input to output, as well as distribution, storage and retrieval.

IKON’s vast experience and expertise in this field will greatly benefit those who utilize the Copy Center. In addition to the types of work currently done such as black and white and full color digital printing, black and white and full color copies, oversized posters and banners, and finishing services such as binding, laminating, collating and mounting,

web-ordering will also be available with real-time job tracking and archiving ability. The Copy Center will also be offering delivery service both through Campus Mail and by student-employees.

Starting Monday, January 7, FedEx Kinko's will begin removing their equipment from the Copy Center. They will still accept orders that week, which will be completed off-site and delivered back to the Copy Center. FedEx Kinko's be out of the Copy Center on Friday, January 11. IKON will be moving into the Copy Center immediately following, with limited on-site and full off-site capabilities starting Monday, January 14. IKON is expected to have the Copy Center fully up and running by the start of the 2008 Spring Semester on Monday, January 28.

Information about the upcoming Copy Center Open House and web-ordering training events will be forthcoming.

### **Executive Order No. 111 "Green and Clean State Building and Vehicles"**

In 2001, Governor Pataki signed Executive Order No. 111 "Green and Clean State Building and Vehicles" (EO 111), for more information click on [http://www.nyserda.org/programs/State\\_Government/exorder111guidelines.pdf](http://www.nyserda.org/programs/State_Government/exorder111guidelines.pdf) . This order required State Agencies to reduce energy use, design new buildings to higher energy and environmental standards, buy "Energy Star" rated products, procure renewable electricity and buy alternative-fuel light-duty vehicles.

At least 80%, of all light-duty vehicles purchased in 2007-08 must be alternatively fueled.

In accordance with this Executive Order and Budget Bulletin D-110, the Procurement Department will be required to send all State Funded Vehicle purchase requests for approval to **SUNY Admin Budget Director**.

All vehicle purchases must be reviewed and approved by James O'Connor, Director of Transportation & Parking Operations, Zip 2001, **before your request is submitted to the Procurement Department**.

Your request must include the following information:

- Detail the type of vehicle being purchased, including engine type.
- The condition of the vehicle that is being replaced, the source of funds and the type of fuel used by the vehicle.

To insure that your State Funded Vehicle will be received in a timely manner all vehicle requests must be received in Procurement Office as soon as possible.

Should you have any questions concerning the process or a specific vehicle, please contact: James O'Connor at (631) 632-4379 or via email at: [james.oconnor@stonybrook.edu](mailto:james.oconnor@stonybrook.edu).

## Deer Park Water Service

Deer Park Water is the current contracted vendor to provide water cooler rental and bottled water service for the University, Hospital, LISVH, Southampton Campus and all other departments and affiliated offices. West Campus, LISVH and or Southampton requests for new service, cooler equipment relocation, repair or any other issue(s) related to Deer Park Water should be submitted via email to Hilary Wolfskill (hilary.wolfskill@stonybrook.edu) in the Procurement Office (631-632-6006). Hospital requests should be directed to Bob Meyn at 4-4068.

## NYS Preferred Source Program

New York State's "*Preferred Source*" Program was established to provide meaningful employment for New Yorkers who are blind or disabled.

Products that are available from these sources are many and varied. All NY State Agencies (including Stony Brook University) are *mandated* to purchase from these preferred sources whenever possible. The prime advantage to Stony Brook is that we are able to purchase without competitively bidding, saving time and speeding up delivery. The toll free number for Industries for the Blind of New York State ("IBNYS") is 800-421-9010. The fax number is 518-456-3587. The on-line address is: <https://www.ibnys.org/>. They offer a full color catalogue with many products including toner cartridges, janitorial supplies, medical supplies, some office supplies, textiles, flags, food service items, film, etc. Some useful office items that they carry include PageMax double yield cartridges for HP, Lexmark, Dell, IBM, and Cannon printers. The empty cartridges are returnable with an easy return label. Also of interest is the 100% Green Wave Tableware. These items are not only biodegradable, but recycled and water proof. There are various sizes available. Finally, many medical supplies, including Kimberly Clark Purple Nitrile gloves, are offered at reasonable prices.

The toll free number for the New York State Industries for the Disabled ("NYSID") is 800-221-5994. The fax number is 518-455-0315. The on line address is: [www.NYSID.ORG](http://www.NYSID.ORG). NYSID offers uniforms, caps, footwear, personal care items and some services.

## Office Furniture & Carpet

OGS has issued a New Furniture Contract: Group 20915, Award number 20551-ES (Replaces Award 01011). Contract Period is October 29, 2007 through October 28, 2012. Please call Lynn Patterson @2-4154 for a list of Manufacturers and the Dealer assigned to those particular Manufacturers.

Please be aware that the New York State Carpet & Carpet Tile Contract Group 20600 has expired as of November 30, 2007. Approval for a new contract is pending please contact Lynn Patterson @2-4154 for pricing.

## Home Depot

The NYS Contract with Home Depot (PC57451) expired on September 30, 2007 therefore our Home Depot Program has been suspended until further notice. All authorized Home Depot ID Cards have been suspended and accounts closed. Under no circumstances should you continue to use your Home Depot ID Card. Please return all Home Depot ID Cards to Christine Wilson, Procurement Office, Zip 6000.

Please click on the attached website for a current list of NYS Contracts for Industrial and Commercial Supplies and Equipment for your use.

<http://www.ogs.state.ny.us/purchase/spg/awards/3900020304CAN.HTM>

In addition, the following local contracts have been established to assist you these types of purchases.

**Mid Island Electrical Supply:** Contract PA 05103

59 Mall Drive, Commack, NY 11725

Vendor Rep: Matt Murray, Phone: 877-324-4242, Contract Period through 1/31/08

**Marjam Supply Co Inc:** Contract PA 05051

885 Conklin Street, Farmingdale, NY 11735

Vendor Rep: Gary Goldscholl, Phone: 631-477-0400, Contract period through 12/31/07 with option to extend through 12/31/11

**Fourmen Corporation** (DBA Willis Paint): Contract PA 05196

35A Mineola Ave, Roslyn Heights, NY 11577

Vendor Rep: Mike Mantikas, Phone: 516-621-3772, Contract period through 6/5/12

To purchase from these vendors, you may either issue a purchase requisition to the Procurement Office or use your Procurement Card. Should you have any questions regarding the cancellation of the Home Depot Program or need assistance with identifying new vendors, please feel free to contact Joanne Joy 2-6046 or Dotty Klevanosky 2-6059 of the Procurement Office.

## Parking Validation Booklets

Effective immediately any department that needs to purchase parking validation booklets for use in any of the garage facilities will need to contact Kathie Diehl in the Accounting Office, 401 Administration, at 2-6040. If using a State, Hospital, LISVH or Research Foundation account, the department may use a Material & Services Requisition for the purchase of the parking booklets (form #SUSB 828). This form must be completed with an authorized signatory and then sent to the Accounting office for processing. All other entities (i.e. SBF, CPMP and all Affiliates) will need to obtain an invoice from Accounting for the purchase of the booklet and have a check processed for the purchase accordingly. Stony Brook Foundation must submit a Cash Payment Voucher with invoice to Accounts Payable. Should you have any questions regarding this procedure, please contact Lynn Davis at 2-4188 or Kathie Diehl at 2-6040 for assistance.

## RESEARCH ACCOUNTS PAYABLE

**Tax Statements for Miscellaneous Income:** All 1099 tax statements will be mailed out January 31, and 1042-S tax statements are mailed in March.

**Independent Contractor Fees:** All departments requesting fees to be paid to **Non-Resident Aliens are responsible to find 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 out all outstanding Blanket Orders that are more than a year old. This ensures that accurate record keeping and helps expedite the close-out process of terming grants.

**Direct Payments:** Requisitions that are submitted as direct payments to vendors, with “invoices attached”, must be actual invoices not statements. A sole source justification must also be submitted for items over \$10,000.00. Items will be reviewed to see if a contract should be established with the vendor for continuing services.

**Reconciliation of Cash Advance for Foreign Field Expenses:** Please submit an itemized listing of expenses claimed along with the conversion rate for receipts submitted in foreign currency. Original receipts should be submitted. In cases where expenses were incurred in the field and no receipts are available, a journal of expenses should be maintained.

**Reimbursements:** Please remember to submit a copy of the Research Foundation tax exempt certificate to the vendor when buying supplies using personal funds. This form can be obtained from Research Accounts Payable; it cannot be placed on our website due to RF policy. Please note that taxes paid will be deducted from the amount of reimbursement claimed.

**Direct Payment to Human Subjects on IDC Funds:** Please note that all requests for direct payments to Human Subjects using the above funds **must still be** approved by the Office of Research Compliance. Departments may want to obtain this approval first, before requesting payment.

### Travel Reminders

In order to avoid a delay of travel expense reimbursement, here are some reminders for both State and Research travel according to audit requirements. Include the following receipts/documentation where applicable.

- Submit an **original hotel bill** with itemized breakdown of charges.
- When your lodging exceeds the federal per diem rate for either domestic or foreign travel, you should submit an **over the maximum justification** explaining why you stayed at a particular hotel (e.g. conference hotel or site). The hotel rate will automatically be adjusted to the government rate if the justification is not submitted with the voucher.

- Indicate single rate when lodging is shared.
- Lodging location should be identified when only claiming meals.
- **When traveling with a coworker on either State or RF funds, each traveler must claim his own lodging, meals and registration fees.**
- **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**)
- The 2007 IRS mileage rate for use of a personal car is 48.5 cents per mile. When using State funds, complete and attach a **signed automobile statement, (AC160)**.
- **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.
- **A program/brochure** indicating conference date, location and daily schedule or agenda.
- Business call justification: Document purpose, telephone number and party called. (For research funded travel **only**, a traveler is allowed **one** personal call per day not to exceed \$5.00).
- **Telephone number** where a contact person can be reached

Visit the Procurement website at [www.stonybrook.edu/procurement/](http://www.stonybrook.edu/procurement/) to obtain additional information regarding State and Research Foundation travel policies, forms and travel links to domestic/foreign per diem rates, Map quest, meal schedule 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](mailto:rosalie.makarick@stonybrook.edu) .