



# Procurement News

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Stony Brook University  
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## [Visa Procurement Card Certification and Documentation Requirements](#)

The Visa procurement card is a valuable tool for making state purchases under \$2,500. Visa cardholders are reminded that they signed an agreement to comply with all program requirements including certification of their monthly charges on SUNY/AEPC, as well as submitting the Citibank Visa statement with all receipts attached to the Procurement Office.

The card program is audited by the Office of the State Comptroller, SUNY and Internal Audit. The statements must be on hand to meet these audit demands. Cardholders who do not complete the certification and adhere to the documentation deadlines will have their cards suspended. The card will not be reinstated until the cardholder submits their Visa billing documentation. In addition, in the case of non-certification, the cardholder may be required to attend additional SUNY/AEPC training.

Stony Brook has one of the largest P-card programs in New York State. The continued growth and success of the program is contingent on cardholder compliance with program regulations. Please contact Maryann Dolan @ 2-6017, if you need additional information regarding the Visa procurement card.

## [FedEx Kinko's to Remain Servicing University's Copy Center](#)

As an update to our previous announcement in the December Procurement Newsletter, the University is not contracting with IKON Office Solutions; FedEx Kinko's will remain as the contracted vendor servicing the University's Copy Center for the 2008 Spring Semester. FedEx Kinko's, located on the lower level of the Melville Library, will continue to provide document services on Campus, Monday to Friday from 9 a.m. to 5 p.m. and can be reached at (631) 632-1831.

## [NY State Contracts](#)

Please be aware that the following laboratory supply contracts will be expiring on 5/31/08. **Any orders over \$20,000.00 must be placed by Friday, April 25, 2008.** Please anticipate your departmental needs accordingly, as a new contract for laboratory supplies may be delayed indefinitely by Albany.

Fisher Scientific Company	# PC57255	VWR Scientific Products	# PC57260
Hach Company	# PC57256	Sarstedt, Inc.	# PC59724
Krackeler Scientific Inc.	# PC57257	Ace Glass, Inc	# PC58777
Laboratory Products Sales	# PC57258	Sanyo Scientific	# PC62615
Thomas Scientific	# PC57259		

## **State Blanket Purchase Orders**

Campus departments are advised that they must closely monitor their blanket purchase order encumbrances. If and when your purchase order encumbrance balance is at a low level you must contact your respective purchasing agent to request an increase in encumbered funds. Campus departments must not call in an order to a vendor using their blanket purchase order if and when there is insufficient blanket purchase order funding. Purchase order funding must be at a level that will cover payment of the expected invoice(s) for any order that is called in to a vendor. In addition, according to the Procurement Office policy, vendor invoice payment approval or advisement of an order discrepancy must be returned to our office within 5 business days. NYS Prompt Payment Legislation requires that the Procurement Office issue payment to a vendor within 30 days of the later of either our receipt of goods or invoices. Delayed invoice payments will result in interest charges being assessed to your department.

## **Price Quotations for State Orders**

Departments must ensure that vendor price quotations submitted along with State Purchase Requisitions are no more than 30 days old or contains an expiration date that has not expired. If the quotation is outdated the order will be placed at the current vendor-quoted price.

### **New State Commodity Staff:**

Jonathan Rios is the new expeditor who will be handling state funded orders. He will be happy to assist you with any state delivery concerns or issues. His contact number is 2-6016 and e-mail address is [Jonathan.Rios@stonybrook.edu](mailto:Jonathan.Rios@stonybrook.edu).

Margaret Remiszewski is assisting the state buyers on a part time basis from Monday to Friday between 8:30 am – 12:00 pm. Margaret's phone number is 2-9836 and e-mail address is [Malgorzata.Remiszewski@stonybrook.edu](mailto:Malgorzata.Remiszewski@stonybrook.edu)

## **Preferred Sources**

As a State agency we have recently been reminded by the Office of the State Comptroller that we are obligated to purchase from preferred sources by the NYS Finance Law. When the commodity or service is available in the "form, function and utility" required by the Agency, the purchase must be made from the preferred source. Procurements from these providers are exempted from competitive procurement requirements. The current list of Preferred Source Offerings is available online through the Office of General Services at: <http://www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf>

You can also find information on our website at:

[http://www.stonybrook.edu/procurement/employees/purchasing/purchase\\_requirements.shtml#preferred\\_sources](http://www.stonybrook.edu/procurement/employees/purchasing/purchase_requirements.shtml#preferred_sources)

## TRAVEL

Euro Lloyd Travel is the new State Contracted Travel Agency. They can be reached by calling 2-7799. They provide contracted city pair rates and/or best-published rates, and by utilizing the Citibank Visa Central Account (CTA) all business travelers can avoid out of pocket expenses for air/ train travel when using either Research or State Funds.

These are the procedures under each funding source:

### For State Travelers:

Contact Euro Lloyd @ 2-7799 to make travel arrangements advising that you are a Stony Brook employee traveling on State Funds using the Citibank Travel Account (CTA). In order to complete the transaction you must provide Euro Lloyd with your State account number.

### For Research Foundation Travelers:

1. RF traveler or department administrator contacts Euro Lloyd Travel at 2-7799 for a quote on required fares, advising they are using Research Funds. Euro Lloyd Travel will make best-published rate available to the traveler.
2. Traveler will prepare an RF requisition, attach the quote received from Euro Lloyd Travel, and have it approved by the Office of Grants Management for funds availability and appropriateness.
3. Upon approval, traveler will bring requisition to the Procurement Office, who will place the ticket order with Euro Lloyd Travel. This part of the process must be completed within 24 hours of receiving the quote from Euro Lloyd Travel for the quote to remain valid.

Also, as a service when booking air/train travel through the above New York State contracted travel vendor, Euro Lloyd will make hotel and car rental reservations. However, in order to obtain this service, the traveler must present Euro Lloyd with their own **personal credit card** to be charged at the time the reservations are made. The **Citibank Travel Account** can never be charged for these services.

As a reminder, all travelers who do not use their airline tickets must notify Euro Lloyd as soon as possible at 2-7799. This will allow the agency to help track any outstanding credits due the University.

## SS# Required when Traveling on State Funds

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.

## Research Foundation Accounts Payable

**Supplier File Improvement Project:** The Research Foundation Central Office received approximately 13,000 W-9s from the W-9 campaign to update the Research Foundation Supplier. A W-9 form will be required for all US Citizens/Organizations and Resident Aliens entered on the Research Foundation Supplier File. **Some exceptions will apply**, most notably RF Employees, and SUNY employees.

A W-8Ben form will be required for Non Resident Aliens. Part II of the W-8Ben can be used to claim tax-treat exemptions. **Some exceptions will apply**, such as activities being conducted in a foreign country.

The inclusion of the W-9 and W-8Ben will allow for the correct spelling of name, status, taxpayer ID number, and signature which certifies that the information is correct under penalty of law.

The pilot program of direct deposit for reimbursements initiated by Central Office is running successfully. This project allows the Research Foundation to transfer funds directly to an employee's bank account for reimbursement as an alternative to producing a vendor check. The Research Foundation plans to roll this out to the Stony Brook Campus shortly. It will be available to both Research Foundation and State employees. We will advise the Campus Community when this program becomes active.

## Stony Brook Foundation News and Information

**Vendor Information Update:** The Procurement Office is in the process of updating the Stony Brook Foundation (SBF) vendor/supplier file. We will be requesting that each **vendor/supplier** complete an IRS W-9 form (Request for Taxpayer Identification Number and Certification) in order to ensure the vendor's corporate and tax information is correctly documented in our files. As per IRS guidelines, failure of a vendor to return the completed IRS W-9 form will result in a 30% withholding on all future payments.

If your department intends to purchase goods or request services from a new vendor please have that vendor complete the required W-9 form and submit it along with your SBF purchase requisition or cash payment voucher. The W-9 form can be found at the following IRS website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

**Student Awards:** Campus Departments are advised that all Stony Brook Foundation Cash Payment Vouchers submitted to the Procurement Office for payment of any departmental or commencement student award must include a signed IRS W-9 Form (Request for Taxpayer Identification Number and Certification). As per IRS guidelines, failure to provide the required IRS W-9 Form will result in a 30% award withholding.

**Service/Award Payments:** Campus Departments are advised that a valid social security number (SSN) or taxpayer identification number (TIN) must be provided for all payments to vendors for awards and services including:

- Performance Awards
- Honoraria

- Independent Contractor Services
- Professional Services (Attorney, Audit, Construction, Engineering, Marketing, Photography)
- Real Estate Rentals
- Entertainment Services (Music Services, Catering)

Failure to provide a valid SSN or TIN will result in the withholding of 30% as required by the IRS.

**International Payments:** Payments to student and vendors in international countries (including Canada and Mexico) for student awards and service payments require the inclusion of a valid social security number (SSN) or taxpayer identification number (TIN). If a payee does not have a SSN or TIN a 30% withholding will be applied to the applicable payment. An international vendor/student can apply for a taxpayer identification number by visiting the IRS website at: <http://www.irs.gov/pub/irs-pdf/fw7.pdf>

**Payment Justifications:** Campus Departments are reminded that all Stony Brook Foundation cash payment vouchers and purchase requisitions submitted to the Procurement Office for the ordering of goods, payment of vendor invoices or reimbursement of expenses must include a detailed justification. The justification must include not only details of the order/expenditure but also a statement on how the order/expenditure will both benefit your department and fulfill the donor's intent. In addition to this justification the following additional justification is required for the respective order/expenditure:

- Catering/food purchase justifications must include a detailed explanation of the business-related event, submission of an event flyer and a list of all event attendees.
- Conference/travel expense payments and reimbursements must include purpose of travel (i.e. conference, recruitment, business meeting, etc), event location, travel dates and event attendees.
- Corporate sponsorships (i.e. journal advertising and corporate table purchases for university promotion) must include a justification of the sponsorship's benefits to the department, Foundation and university.
- Scholarship payments must be made payable to the Bursar's Office. Supporting documentation, identifying student name(s) and Solar ID number(s), must be submitted with the cash payment voucher.
- Monetary prizes/awards must include a copy of the contest/competition announcement and the award recipient's notification letter.

As a reminder, original itemized receipts must be submitted along with employee reimbursement requests. New York State and local sales taxes are not reimbursed for employee purchases. A Stony Brook Foundation tax-exempt certification must be used for all departmental purchases.

Cash Payment Vouchers submitted to the Procurement Office with incomplete information and/or missing documentation will be returned to the respective campus department.

**AmEx Corporate Card Transactions:** University employees who hold a Stony Brook Foundation American Express Corporate Card are reminded that there is a \$2,500.00 per-transaction limit and a \$10,000.00 monthly charge limit. Employees must strictly adhere to this rule and are advised not to instruct vendors to “split order” or process “multi charges” for a single purchase in order to fall within these transaction limits. Misuse of the Foundation Corporate Card will result in the revocation of the employee’s AmEx card.

**FY 2007-2008 Lapsing Funds Calendar**  
**FINAL CUTOFF DATES**

Please contact Procurement Commodities at 632-6046 and Procurement Services 632-9093 with any questions.

Cutoff Date for FY 2007-2008 Transactions	Day of the Week	Item
22-Feb	Friday	Last day to submit all <b>non-contract</b> (which will require bidding) over \$150K for State Accounts with an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008.
14-Mar	Friday	Last day to submit all contract items regardless of \$ amount with a lead time requirement between 60-90 days and an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008.
21-Mar	Friday	Last day to submit all <b>non-contracts</b> (which will require bidding ) items between \$20K and 150K with a lead time requirement between 45 – 60 days and an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008.
11-Apr	Friday	Last day to submit all contract items regardless of \$ amount with a lead time requirement no greater than 60 days and an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008.
25-Apr	Friday	Last day to submit all contract items regardless of \$ amount with a lead time requirement between 30 and 45 days and an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008.
2-May	Friday	Last day to submit all items between \$5k to \$20k with an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008.
30-May	Friday	Last day to submit requisitions to Procurement for all items under \$5K with an expected delivery date no later than <b>July 11, 2008</b> , all services must be completed by June 30, 2008. <b>No exceptions.</b>
30-May	Friday	<b>Last day for VP rollovers to be identified.</b>
6-Jun	Friday	Letters sent to departments and vendors notifying them of the cutoff dates.
30-Jun	Monday	<b>Last Business Day of the fiscal year.</b>
11-Jul	Friday	For State and IFR accounts, last day for receipt of items to be paid against fiscal year 07/08 funds.
18-Jul	Friday	Last day to submit all invoices to Procurement for processing. Cancellation of all non-contract encumbrances.
8-Aug	Friday	Cancellation of Service contract encumbrances.
15-Aug	Friday	Last day for departments to submit budget transfers. Last day for departments to submit journal transfers. Last day for departments other than Accounting to process journal transfers and budget transfers.