

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 order. 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 07/08 is Friday, July 11, 2008. 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 11, please reply, as quickly as possible to expediting reports sent to you by Jonathan Rios. As 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 07/08 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 07/08 blanket encumbrance that needs to be re-encumbered in the new fiscal year 08/09 will require the submission of a new requisition.

Courier Services Contracts (UPS, FedEx, DHL)

It is very important for each and every department throughout the campus to focus on costs. Cost reduction is a key sentiment used through out every New York State agency. As such, please be reminded of some key points included in the NYS courier contracts:

1. Please compare apples to apples when selecting a carrier. Not all services are the same, different delivery times mean different rates. Some offer a 10:30 a.m. delivery at no extra charge; others will charge an additional \$3.00. Make sure you are selecting the service/rate you want.
2. Different letter weights mean different rates.
3. The fuel surcharge percentage rate is subject to a monthly adjustment which may not exceed at any time the published rate or 8% for ground or air, whichever is lower. Different carriers discount the surcharge, others do not discount at all.
4. If your package does not get delivered as the rate reflects, contact the Procurement Office.

The updated Courier Services contract is available for viewing at the following website:

<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7901100179can.pdf>

Staples Business Advantage – Contract Update

Staples Business Advantage has been awarded a new State Contract for the purchase of miscellaneous office supplies for the period May 15, 2008 – May 14, 2013. The contract number is PC63830. The following pages of the 2008 Staples Business Advantage Catalog have been excluded from the contract: pages 678 – 679, 682 – 711, 714 – 743, 749 – 755, 757 – 759, 760, 762 – 768. The New Year purchase orders issued to Staples Business Advantage by fund are as follows:

- The 08/09 State Funded Purchase Order Number is **801001N**.
- The 08/09 Hospital Funded Purchase Order Number is **490000**.
- The 08/09 LISVH Funded Purchase Order Number is **842008**.

Staples Business Advantage – Copy Paper:

International Paper has announced a price increase for Staples brand, Hammermill brand and Hewlett Packard Everyday papers. Rising costs of raw materials used in papermaking, energy costs and transportations costs have contributed to the increase. As a result the following paper prices have increased as follows:

SKU NUMBER	Description	Unit	Revised Prices
Staples Brand			
135855	Staples Copy Paper 8.5x11 Rm	RM	\$3.02
135848	Staples Copy Paper 8.5x11 CT	CT	\$30.20
127035	Staples Copy Paper 8.5x14	RM	\$4.25
126987	Staples Copy Paper 8.5x14 CT	CT	\$42.50
512211	Staples Copy Paper 11x 17 Rm	RM	\$7.12
512215	Staples Copy Paper 11x 17 CT	CT	\$35.60
122531	Staples Copy Paper 8.5x11 3hp	RM	\$3.49
122457	Staples Copy Paper 8.5x11 3hp CT	CT	\$34.90

SKU NUMBER	Recycled Description	Unit	Revised Prices
Staples Brand Recycled			
620016	STAPLES 8.5X11 100% REC COPY RM	RM	\$4.56
620014	STAPLES 8.5X11 100% REC COPY CS	CT	\$45.57
492071	STAPLES 8.5X11 30% REC COPY RM	RM	\$3.40
492072	STAPLES 8.5X11 30% REC COPY CS	CT	\$33.99
580525	STAPLES 8.5X14 30% REC COPY RM	RM	\$4.54
580336	STAPLES 11X17 30% REC COPY RM	RM	\$7.65
580524	STAPLES 8.5X11 3HOLE 30% REC RM	RM	\$3.72

Research Accounts Payable

Announcing Direct Deposit Option for Employee Advances/Reimbursements made through Research Foundation Accounts Payable

As part of its continued efforts to improve efficiencies and cut costs, the Research Foundation is proud to announce a new secure option for payment of employee travel expenses, advances and/or reimbursements made through Accounts Payable. The **Automated Clearing House (ACH) Disbursement Program**, otherwise known as direct deposit, will allow enrolled personnel to electronically receive funds into the bank account of their choice for payment of employee advances and/or reimbursements.

Any staff person requesting direct deposit for these types of payments must, according to Federal regulations, complete the ACH Payment Enrollment Form.

The instructions and ACH Payment Enrollment Form can be found on the following website:

https://portal.rfsuny.org/portal/page/portal/Accounts_Payable/Forms2/Alternate%20Payment%20Methods/ACH%20Payment%20Enrollment%20Form.pdf

Disclaimer: Federal Banking regulations require separate enrollment forms for each electronic banking process. Enrollment in Payroll Direct Deposit is not automatic enrollment in the ACH Disbursement Program. ACH Enrollment will begin with the next payment following enrollment form submission.

Benefits of the ACH Program

- Stop waiting in line to deposit or cash checks,
- Virtually eliminate bank hold-time,
- Receive electronic notification of payments
- Reduce paper waste

Please contact Porshia Russell @ 2-6019 should you have any questions.

IDC Close Outs

New IDC projects are currently being established for the Fiscal Year July 1, 2008 to June 30, 2009. 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 project to allow close out of all stale dated items residing in the system. We greatly appreciate your assistance in this process.

For IDC projects terming June 30, 2008, the last day to submit non-emergency Purchase Orders will be June 16, 2008.

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 help provide a smooth transition to the establishment of the new IDC projects.

Direct any questions concerning:

- **Purchase Orders :** **Edith Koelln 2-6068**
- **Accounts Payable:** **Bill LaCascia 2-6001**
- **Allocations** **Razeema Sahib 2-6568**

Managers of IDC projects will be notified of their new IDC award/project numbers by the Office of Sponsored Programs, projects receiving annual allocations will be available for expenditure on July 1, 2008 in anticipation of the New Year allocation.

INDEPENDENT CONTRACTOR FORMS

Departments must use the Independent Contractor/Lecturer Forms that are available on the Procurement website. It is important that these forms be used, the system generated numbered form will provide processing references and prevent duplicate payments. This will also ensure the proper tracking of paperwork for both the Procurement and Campus Departments.

RESEARCH FOUNDATION SUPPLIER FILE

The Research Foundation has updated, and reviewed the Supplier File. In order to create **new suppliers** the Procurement Department will require the following forms:

IRS W-9 (for U.S. citizens, resident aliens, businesses and organizations)

W-8BEN (for non-U.S. citizens)

All vendors must be entered on the supplier file, in order for Purchase Orders and payments to be processed.

TRAVEL

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

The procedures for each funding source are as follows:

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.**

Research Foundation Travelers

1. RF traveler or department administrator contacts Euro Lloyd Travel at 2-7799 for a quote on required fares stating 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 also 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 Euro Lloyd to track any outstanding credits due the University.

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.**

State Relocation Expenses Eligible for Reimbursement

- Basic cost of moving household goods.
- Basic cost of rental of trailers or 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.

State 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 \$0.505 per mile effective 1/1/08.

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 Relocation Expense Authorization and Payment Form and original receipts to a Research Foundation Purchase Requisition. The forms are available on the Procurement website.

Claim for reimbursement must be submitted within 60 days of the effective date of the appointment.

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 \$0.19 per mile).

Non-Qualified (taxable)

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

Required Documents

- [Moving Expense Reimbursement Request and Authorization Form - \(PROC0002\)](#)
- Research Foundation Purchase requisition.

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.

Required documents for both State and RF reimbursement of relocation expenses may be downloaded from the Procurement website. Visit <http://www.stonybrook.edu/procurement>

Call Rosalie Makarick at 2-6022 for additional information regarding relocation guidelines.