

[Procurement Office Moving to Research & Development Campus](#)

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

[State Procurement](#)

[Executive Order No 4 - Establishing a State Green Procurement and Agency Sustainability Program](#)

On April 26, 2008, Governor David A. Paterson signed Executive Order No 4 - Establishing a State Green Procurement and Agency Sustainability Program, requiring each State agency and authority to develop and implement programs and policies that will promote environmental sustainability and stewardship. These programs and policies will focus on reducing potential impacts on public health and the environment, by supporting recycling, reducing or eliminating the use and generation of toxic substances, pollution and waste, increasing energy efficiency, and using renewable energy sources.

Pursuant to Executive Order No. 4, effective July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable, and all copy and janitorial paper shall be process chlorine-free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

Additionally, effective July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainable-managed renewable resource to the extent practicable, unless the cost of the product is not competitive. You may view, download or print the complete document at <http://www.ogs.state.ny.us/purchase/spg/pdfdocs/CL700.pdf>

Updates on New Legislation: 2008 Amendments to 2008 Procurement Stewardship Act (effective July 1, 2008)

NY STATE FINANCE LAW 163 & 2 sub div 6 b adds language prohibiting “**split ordering**” to avoid requirements associated with discretionary thresholds. Departments cannot purchase the same commodity or service from the same vendor over a 12 month period (not fiscal year). This refers to reasonably expected aggregate amount of all purchases. (Note: Stony Brook’s agency requirements and threshold: for orders not on State contract, purchases over \$20K must be advertised in the NYS Contract Reporter, our aggregated agency threshold is \$250K.)

Split ordering is the practice of “splitting” a transaction or group of like transactions into two or more individual smaller dollar value transactions to avoid competitive bidding requirements. Generally, there are two types of split ordering: those that are intentional and those that result from inefficient procurement management.

Intentional split ordering is when dept personnel knowingly, over a very short period of time, issue two or more purchase orders for the same or similar items. Generally, the purchase orders are issued to a single “favored” vendor. As a result, the department staff circumvents proper procurement practices which require: obtaining reasonable competition, advertising in the NYS Contract Reporter and Office of State Comptroller’s prior approval, where necessary.

Unintentional split ordering can result when a department has inefficient procurement practices. For example, if a department fails to adequately determine its total annual need for a particular good or service, it could issue an \$8000 purchase order for the same item in April, August, and January. This poor planning by the department has resulted in a \$24,000 expenditure without competition, and advertisement in the NYS Contract Reporter.

Departments must consider their total annual need for a particular good or service when determining the most appropriate procurement method.

Sub Division 12, 13 & 14 of the NYS Finance Law directs SUNY to competitively bid as much as possible, minimizing the use of **single source procurements**. Also, the agency must document on their web site within 30 days of the procurement why a single source procurement was utilized. Furthermore, SUNY System Administration must annually report the total number of dollars and percentage of SUNY's total dollars spent on single source procurements and how we are trying to minimize our use of this type of procurement.

This change to the NYS Finance Law (Section 163) has tightened the restrictions and requirements relating to these types of procurements. As a result, it will also affect NYS Contract Reporter exemption requests. Therefore, ***Procurement can not process single source procurements without adequate justification, which must be reviewed and approved by the Director of Procurement in each instance.*** In addition, as stated above, the new requirements now include posting on our website of instances where SBU will be considering a single source procurement.

Property Control

Please be advised that when equipment is purchased for off-campus use the user is required to complete and return the Property Control form “**Off Campus Use Form, SUSB2640**”. Property Control records the information into your PeopleSoft Human Resource file. Property Control **must** be notified when the equipment is returned to Campus in order for the company property to be removed from your HR file. Please call Anna Artale-Bruno at 2-6306 should you have any questions.

To obtain a copy of the Off Campus Use form click on the following link:

[http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/f232d3967f29b79d85256e1600106088/1a7f5544672c566585256eb40046b175/\\$FILE/SUSB2640.pdf](http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/f232d3967f29b79d85256e1600106088/1a7f5544672c566585256eb40046b175/$FILE/SUSB2640.pdf)

Travel

State Travel Reimbursement Policy:

Travel in Proximity of Official Station or Home

Effective September 1, 2008 the following change has been made to the State Travel reimbursement policy. When an employee is assigned to work at an alternate work location which is less than 35 miles from their home or official station, the employee is **not** considered to be in travel status, but rather is considered to be traveling in **proximity** of their official station. The term **proximity** refers to distances of less than 35 miles incurred by an employee. An employee using a personal vehicle traveling in proximity is entitled to reimbursement of transportation expenses as outlined below:

- from home to an alternate work location
- between the official station and an alternate work location
- between alternate work locations
- from an alternate work location to the employee’s home

When travel is from an employee’s home to an alternate work location or from an alternate work location to home, at a minimum, transportation expenses must be reimbursed at the Internal Revenue Service (IRS) mileage rate using the **lesser** of

- 1) Mileage between the employee’s home and the alternate work location, or
- 2) Mileage between the employee’s official station and the alternate work location,

This reimbursement method is called the “**lesser of mileage rule.**”

When travel is between an employee’s official station and an alternate work location, or between two or more alternate work locations, transportation expenses must be reimbursed by payment for the actual mileage between such locations, at the IRS mileage rate.

No transportation costs will be allowed between any employee’s home and their official station. Reimbursement for travel in the proximity of the home or official station is subject to audit of the Procurement Office and the Office of the State Comptroller.

2009 PER DIEM RATES AND MEAL ALLOWANCE SCHEDULE

Effective October 1, 2008, all travel will follow the new **2009 Per Diem Rates** for lodging and meals for domestic travel. **These rate and meal changes apply to State, Research Foundation and Stony Brook Foundation travel.**

The new rates can be found on the following websites:

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> ,
<http://www.osc.state.ny.us/agencies/travel/meals.htm>
www.stonybrook.edu/procurement , Click on For Employees, Travel, then scroll down to Per Diem Travel Rates.

IRS Mileage Rate Increase

Effective July 1, 2008, the IRS released new mileage rates for the second half of 2008. The reimbursement rate is 58.5 cents per mile. This applies to all State, Research Foundation and Stony Brook Foundation business travel.

NOTE: For Research Foundation only, the mileage rate for moving expenses has increased from 19 cents to 27 cents per mile. The mileage rate for State moving expenses has increased from 50.5 cents to 58.5 cents per mile.

Research Accounts Payable

IDC Accounts

We are in the process of closing out all unused encumbrances on IDC award 42346 for Fiscal Year 07-08 funds. Departments should review their accounts to ensure that there are no outstanding items remaining. Please contact Procurement immediately if there are any miscellaneous encumbrances that can be cancelled. If you are holding any invoices that can be paid please forward them immediately to Procurement.

[Purchasing Contact -Edith Koelln 2-6068](mailto:edith.koelln@stonybrook.edu)

[Accounts Payable Contact-Bill LaCascia 2-6001](mailto:bill.lacascia@stonybrook.edu)

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

The Research Foundation is pleased to announce the new ACH disbursement program, otherwise known as direct deposit, for the payment of travel advances and reimbursements. Any staff person requesting direct deposit for these types of payments must, according to Federal regulations, complete the ACH Payment Enrollment Form

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

As part of our continued efforts to improve efficiencies and cut costs, the Research Foundation is proud to announce the new secure option for payment of employee advances 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. 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.

Please contact Porshia Russell @ 2-6019 with any further questions.

Reimbursement Requests

All reimbursements requests must be authorized by the award’s Project Director or authorized signatory. Even though an individual has signing authority on a specific award, they **cannot** authorize their own requisitions.

Research Foundation policy will not reimburse individuals for liquor associated with restaurant charges. These charges will be deducted from the payment request.

Individuals are also advised to present the Research Foundation tax exempt certificate to vendors and restaurants when paying for items for which they will seek reimbursement.

Non-U.S. Citizen Payments – Taxation

Tax cost must be taken into account when requesting payments to Non-U.S. Citizens who are Nonresident aliens for tax purposes.

Payments to Nonresident Alien (NRA) independent contractors, participant stipends and royalty recipients are generally subject to 30% tax withholding unless there is a possible exemption claim or reduced rate available under IRS regulations. Possible exemptions include:

- IRS Sourcing Rules - Potential exemption from tax withholding and reporting.
- Income Tax Treaty - If an income tax treaty benefit can be claimed by the individual

If tax withholdings are required, the individual will receive less payment than originally proposed. These payments all require that the payee have a United States Tax Identification number.

Staples Business Advantage

A survey was sent out by the Procurement Department in August to evaluate the products and services of Staples Business Advantage. There were a participation of 477 department users throughout the University and Hospital. Please see results below.

Though most of the survey results were quite positive and measured up to the department’s expectations, there were some negative responses. The Procurement Department will investigate these negative responses further.

STAPLES SURVEY RESULTS FOR AUGUST/2008						
	Products and Services meet your needs	Pricing	Timeliness of Delivery	Responsiveness to Inquiries	Problem Resolution	Overall how would you rate Staples?
Excellent	266	122	373	246	228	251
Good	183	257	84	175	175	197
Acceptable	25	85	17	33	41	25
Unacceptable	2	11	2	3	14	1
Non Applicable	0	1	0	19	18	2