

## Procurement News Stony Brook University

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Procurement Office

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### 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 08/09 is Friday, July 10, 2009. The entire lapsing funds calendar is posted on the Procurement website at: [www.stonybrook.edu/procurement](http://www.stonybrook.edu/procurement). To assist us in receiving all outstanding orders prior to July 10 please reply as quickly as possible to the expediting reports sent to you by Jonathan Rios. At this time, we are requesting that you promptly forward all invoices with approval for payment to the Procurement Office, Z=6000 to facilitate payment. In addition, please review your 08/09 encumbrances to determine those that are no longer needed and should be disencumbered. To request a disencumbrance of funds please send an email to Jonathan Rios in the Procurement Office. All 09/10 fiscal year blanket encumbrances will require the submission of a new requisition.

**Blanket Orders** New Year requisitions should be encumbered to meet your department's needs for the entire fiscal year (July 1, 2009 - June 30, 2010). If this is not possible, and you expect to purchase \$20,000.00 or more from a particular non-contract vendor, you should discuss this with your State Buyer. The purchase will then be advertised beforehand along with obtaining the necessary backup documentation, thus allowing you to continue purchasing without interruption.

### Contractor Evaluation

The University expects the highest standards and practices of performance from our Contractors. Procurement has implemented a Performance Evaluation Program to assess and evaluate the Contractors performance in accordance with the terms and conditions of the Contractors award. This evaluation is accessed on a quarterly calendar basis.

Procurement sends a Performance Evaluation form to the responsible department contact (field or line manager) which is to be filled out and sent back to Procurement by the required due date.

**It is the responsibility of the field or line manager to monitor their Contractor's Performance throughout the term of the contract.**

Instances of poor performances by the Contractor are documented and submitted to the Contractor for immediate review and cures. A review meeting may be called between the Contractor and the University when document instances of poor performance occur. A plan for corrective action agreeable to both parties are drafted and implemented. Continued poor

performance will be deemed a breach of contract and grounds for immediate termination of the contract. For further information please contact Fran Gandia at 2-9094

### New York State Consultant Report

Procurement is presently working on the New York State Consultant Yearly report covering State fiscal year 2008-09.

Legislation ((17) State Finance Law) passed in 2006 requires that New York State Consultants provide specific employment information on a yearly basis. State Contractors are required to fill out the State Consultant Services Contractors' annual Employment Report (Form B), which discloses their employment category, the number of persons employed to provide services, the number of hours worked and the amount paid to the contractor by the State as compensation for work performed by these employees.

Contracts for Consulting Services include any contract entered into by a State Agency for: Analysis, Research, Training, Data Processing, Computer Programming, Engineering, Environmental Health Services, Mental Health Services, Accounting, Auditing, Paralegal, Legal, and similar services. Once this data is collected this information is sent to our campus analyst. This information will be reported in aggregate for the University. For further information, please contact Fran Gandia at 2-9094

### Contract Status Monitor

The Procurement office has implemented a tool for tracking your bid requests and present contracts called the Contract Status Monitor (CSM). This system enables the user to view the progress of their request, in real time, from their desktop. With the CSM you can view the progress of your bid specs, contract highlight sheets and certificates of insurance. For access or training on this valuable tracking device please contact Fran Gandia at 2-9094.

At this time, the Procurement Office asks that you review your current service contract requirements. Do you have service contracts that will be terming? Are you anticipating any new programs for the fiscal year 09/10 that may lead to new contracts? For assistance please call Mary La Corte, Assistant Director of Contracts at 2-9849.

## Stony Brook Foundation

### SBF Reimbursements

- Original receipts are required for all reimbursements. **Personal credit card statements are not an acceptable form of receipt for reimbursement** since they do not provide transaction details.
- Justifications for expense reimbursements must be detailed and include description and purpose of event for which items were purchased, attendees, location and any other details pertinent to the event or purchase.
- The Foundation does not reimburse for New York state and local sales taxes. A Foundation tax-exempt certificate must be presented for all vendor purchases.

- Account managers can not be the authorized signatory on their own reimbursement, Chairperson's or immediate supervisor's signature must be obtained.

### **SBF Check Run**

Stony Brook Foundation expenditure checks are disbursed on a weekly basis by the Bursar's Office in the Administration Building. The weekly check run is completed by 2:00 PM each Wednesday, with an additional emergency check run every Friday at 2:00 PM. Please plan your payment needs accordingly in order to meet the weekly deadlines.

## **Research Accounts Payable**

### **Research Reimbursements**

- All pertinent documentation must be submitted to claim reimbursements. This includes proof of payment, original detailed itemized receipt/invoice and purpose of purchase.
- When asking for reimbursements for meetings that include catering, or are held in restaurants, a detailed listing of the food items ordered, list of attendees, and purpose of meeting is required along with proof of payment. There will be no reimbursements for alcohol.
- When requesting reimbursement of phone/cable expenses, a complete bill must accompanied requisition and proof of payment for bill being submitted.
- NYS sales tax is not reimbursable. Tax exempt certificate should be presented at time of purchase.
- Since purchased items become the property of the University they should be sent to an official University address. A detailed justification should be provided, if they are shipped elsewhere.
- Whenever possible the Procurement process should be followed, and items for reimbursement should only be for items needed immediately for research purposes.
- There will be no reimbursement for holiday parties, and other personal expenses.

### **Wire Transfers and Foreign Drafts**

Domestic Wire Transfers are completed within a 24 hour time period. Foreign /International Wires may take from 1day to several months, depending on several factors such as incorrect bank information, political situation in the foreign country, or lack of advanced banking system Please note that International Wires may have fees deducted by the corresponding and or foreign banks. These fees are not controlled by the Research Foundation; Foreign Drafts may take from 2-3 weeks to process, due to the fact that there is a 2 week waiting period from the date of the draft before it can be cashed. The Project will be charged a \$15.00 fee for each Foreign Bank Draft.

### **Lecturer/Consultants**

Please make sure when using the RF Independent Contractor/Lecturer form that the pre-numbered forms are used, which can be downloaded from the Procurement website. This procedure must be followed for processing and filing reasons and will help ensure locating the paperwork if problems occur, benefiting both the Procurement and the campus department. Also

please note, only Consultant /Lecturers who are Non-Resident Aliens need to be reviewed by Research Foundation Human Resources.

### Stipend Payments

When preparing the stipend form, it is imperative that the student's I-9 status be indicated, US Citizen, Resident Alien, Non-Resident Alien. The Social Security or TIN number must be indicated, along with a W-9 or W-8BEN, and for Resident Aliens, a copy of the Resident Alien card must be attached.

### IDC Close Outs

**New IDC projects are currently being established for the Fiscal Year July 1, 2009 to June 30, 2010. 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, 2009, the last day to submit non-emergency Purchase Orders will be **June 12, 2009**.

The Procurement Office asks IDC Project Managers 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 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.

**Direct any questions concerning:**

- **Purchase Orders :** **Edith Koelln 2-6068**
- **Accounts Payable:** **Alba Beltran 2-6024**
- **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, 2009.

### Travel

#### New Pre-Screening Flight Procedure

The Office of General Services has informed the University that the Transportation Security Administration (TSA) is implementing and phasing in a mandatory Secure Flight Program that will require all airlines and travel agencies to collect and record information for every traveler

who books a domestic or foreign flight: full name, date of birth, gender, passport #, nationality and alien registration card no (if applicable).

**Effective July 13, 2009**, Euro Lloyd, the State-contracted travel agency, has informed the University that they will implement the Secure Flight Procedure. Upon receipt of the required information, the TSA will compare the information against the government watch lists and provide the agency/airlines approval to issue the passenger boarding pass.

Although this ruling is a mandate for airlines to provide this passenger data to TSA, travel agents will collect this information during the reservation process to better serve their customers and provide a smooth travel experience at check-in.

### **State and Research Foundation Travel Reimbursement Reminders**

- Original receipts are required for all travel reimbursements. Personal credit card statements alone are not an acceptable form of payment since they do not provide transaction details.
- Submit original hotel bill with itemized breakdown of charges.
- Submit original passenger receipt or E-ticket with itinerary and proof of payment.
- NYS sales tax is not reimbursable. Submit a tax exempt form to vendor for lodging, car rentals and all other travel related expenses.
- Over the maximum justification is required when lodging exceed the allowable per diem rate. The hotel rate will automatically be adjusted to the government rate without a justification.
- Purchase Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) when renting a car from Enterprise, the state-contracted service provider or any other car rental agency. No other insurances are reimbursable.
- Registration fees require registration form and proof of payment such as canceled check or credit card statement.
- Attach a program or brochure indication conference dates, location and agenda.
- Business call justification should include, purpose and party called. For Research Foundation travel only, one personal call per day not to exceed \$5.00 is allowable.
- Telephone number or email where a contact person can be reached.

Visit the Procurement website at [www.stonybrook.edu/procurement/](http://www.stonybrook.edu/procurement/) for additional information:

**DANFORDS HOTEL & MARINA** located at 25 East Broadway in the village of Port Jefferson, offers a special University rate of \$131 in accordance with the Suffolk County lodging per diem for a single/double room for guests visiting the University. You can set up direct billing with the hotel to eliminate any out of pocket expense for your guest. If your guest pays for his/her own lodging, the individual is also entitled to the “university rate” as long as he/she indicates that they are here for University business or an event.

University Rate is only available by calling Danfords directly at 631-928-5200.