

January 2001

### Oracle

Oracle "New" Purchase Requisition forms will be available by mid-February. These forms will be pre-numbered and distributed by the Procurement Office and/or Office of Grants Management. Until then continue to submit the old form or download the form from the following website:  
<http://www.research.sunysb.edu/research/oasis/oasisforms.html>.

### Staples

Staples Business Advantage is now the official office supply vendor servicing both the University and the Hospital.

Please remember that when ordering on State funds (Main Campus) the **PO # is 000600N**. And the modes of placing an order are faxing a Staples requisition, Lotus Notes or StaplesLink. To become a registered user on StaplesLink for State funds, please contact Mary Woodward at 2-9849.

When ordering on Hospital funds the **PO# is 590037**. The modes of placing an order for the Hospital are faxing a Staples requisition or StaplesLink. To become a registered user on StaplesLink for Hospital funds, please contact Barbara Fjellman at 4-4061.

Important phone numbers to know: Staples customer service # is 2-4545 and Staples fax # is 2-4547.

### Hospital Accounts Payable

The Hospital Accounts Payable section of the Procurement Office has been relocated to Tech Park. Hospital AP will continue to provide the highest level of service when processing payments. In addition this move will allow Hospital AP and Hospital Purchasing to work closely and efficiently together to ensure the completion of the procurement cycle from start to finish. Their new phone #'s are as follows:

Maryann Dolan	4-9961
Karen Blekicky	4-9960
Betty Baker	4-9965
Louise Boyd	4-9962
Joyce Caracciolo	4-9966
Gloria Ferraro	4-9968
Ruth Moore	4-9967
Judy Owdally	4-9971
Jayson Rahman	4-9969
Debbie Satornino	4-9964
Jo-Ann Virga	4-9972
RoseMarie Wilms	4-9963

### Travel

**New: Mileage Rates**  
Effective **January 1, 2001**, the **IRS has announced that the mileage rate for the calendar year 2001 will be 34.5 cents.**

**Reminder: State Travel Effective January 1, 2001** the state has **mandated** that all State employees traveling on state funds must purchase their airline/rail tickets from an authorized travel agency using the **Central Business Travel Account (BTA)**.

**Austin Travel** has been designated as the official

travel agency participating in the program. All business related State travel must be arranged through Austin Travel at 2-7799 located in the Library Building on Main Campus. At the time of booking a trip, the traveler must provide Austin with a State budget account number.

State employees may **not** use their individually billed corporate card, personal credit card, cash or other means requiring reimbursement to pay for airline/rail tickets. The advantages of using the central BTA are:

- The Traveler will receive "City Pairs" rates when available. Otherwise, Austin will provide the lowest available fare.
- The airline/rail expenses are centrally billed to the State eliminating out of pocket expenses to the traveler.

State employees may continue to use their State Chase corporate card for non-airfare business travel needs.

Upon completion of your trip, complete a Travel Voucher referencing that the Central BTA was used. Attach the original passenger receipt and all receipts for all other travel expenses and submit to the Travel Office for payment.

If no other expenses are being claimed, submit a memo stating so along with the original passenger receipt.

This program cannot be used for non-employees i.e. RF employees, candidates, guest speakers and students.

## Credit Card Programs

The Procurement Department is providing this comprehensive overview of the existing credit card programs. If there are questions concerning the various programs, please contact the individual as listed.

### **American Express Business Travel Account (BTA):**

- Agreement between NYS and Amex.
- State mandated policy for air/rail travel.
- No "card" issued to individual.
- Program available to State employees only.
- No out of pocket expense for traveler to purchase air/rail tickets.
- Call Austin Travel, the designated agency at 632-7799 to make arrangements.
- An authorized State account must be provided before tickets will be issued.
- Centrally billed to Procurement Office and recharged to user account.
- Charge will appear on State AES report.
- State contracted "City Pair" airfare rates are available.
- Contact: Rosalie Makarick, Procurement Office, Travel section 632-6022.
- Used with State funds.

### **American Express Procurement Card:**

- Agreement between NYS and Amex.
- Card is issued to individual.
- No out of pocket expense for the purchase of goods and services required to support University activities.
- Transaction limit of \$2,500.00.
- All purchases must be in accordance with NYS/SUNY P-card guidelines.
- No travel, entertainment, hotels car rental, gasoline can be purchased on this card.
- Each cardholder is sent a billing statement.
- Charges appear on State AES report.
- Utilization subject to SUNY/NYS audit mandatory training for cardholder and supervisor.
- Cardholder must certify card activity via SUNY-AEPC on-line system monthly and forward bill and all receipts to P-Card coordinator.
- Contact: Maryann Dolan, Procurement Office, P-Card Coordinator 632-6017 or 444-9961.
- Used with State funds.

### **State Chase Corporate MasterCard:**

- Agreement between Stony Brook University and Chase Manhattan Bank.
- Individual Liability credit card to support travel related expenses (**except for airfare**) and limited retail expenses.
- Program available to State employees only.
- No credit check required.
- No annual fee.
- Delinquent balance charge rate \$15.00.
- Late fee 60 days past due 2.5%.
- Returned payment fee \$29.00.
- Used as any personal credit card, monthly statement mailed directly to cardholder for payment regardless of reimbursement status.
- Submit State Travel Voucher (AC132) for all travel related expenses other than airfare.
- Contact: Christine Wilson, Procurement Office, 632-6433.
- Used with State funds.

### **Stony Brook Foundation American Express Procurement Card:**

- Agreement between SBF and Amex.
- No out of pocket expense for the cardholder.
- Centrally billed to Procurement Office and recharged to SBF account.
- Supports travel and retail expense.
- Used as any personal credit card, monthly statement mailed directly to Procurement Office for payment.
- Contact: Johanna Pulisic, Procurement Office, 632-6044
- Used with SBF funds.

### **Research Foundation American Express Corporate Card:**

- Agreement between RF and Amex.
- Personal liability card issued in the name of the RF project personnel.
- Available for travel and the purchase of goods and services for which project personnel will seek reimbursement.
- No dollar limitations on either type of expense.
- Cards are currently available to current RF employees and current RF project personnel.
- Billing directly to cardholder and payment due regardless of reimbursement status.
- Reimbursement is requested through the Office of Grants Management.
- Supporting documentation justifying project relatedness will be required.
- Reimbursement is subject to project/account terms and conditions.
- Contact: Shelia Routh, Office of Grants Management, 632-9038.
- Used with RF funds.