

## Main Campus State Lapsing Funds

As we approach the end of fiscal year 00/01, please be aware of the following important dates:

- **3/30** Last day to submit all items over \$150K .
- **4/20** Last day to submit all items between \$20K to \$150K.
- **5/18** Last day to submit all items between \$5K to \$20K.
- **6/1** Last day for departments to submit requisitions to Procurement to encumber funds and last day to use Amex Procurement card for purchases.

With sufficient justification exceptions to these dates will be considered by Procurement. Coming soon the full official Lapsing Funds calendar will be posted on our website. Departments should also begin to start reviewing their open encumbrances by using the SUNY accounting system's SUIQ function.

## State Purchasing

When filling out a state requisition be specific, requisitions sent through stating "as per quote attached", will be returned for insufficient information. Items must always be typed out line by line, as this is how they are ordered, paid and received.

## Research Foundation OASIS Project

Effective January 2, 2001, the Research Foundation implemented the OASIS Project to replace the Research Foundation's existing legacy mainframe system. The ORACLE suite of business applications has been applied to the Finance and Human Resources modules.

The main advantages of the system to Procurement transactions are:

- The creation of a master vendor file to expedite the purchasing process.
- Detailed and specific expenditure codes that are user friendly.

- Longer retention of payment transactions and encumbrance history.
- Ability of the campus to provide more efficient financial transactions that were previously handled by Central Office.

As the OASIS system becomes more fully integrated within the campus community, the Procurement office plans to expand the use of electronic transmission of information to streamline the ordering process.

New Requisition, Travel and Consultant Lecturer forms have been created to accommodate the required OASIS project, organization and expenditure code information.

Please note the process change required to split funds on a Requisition in Oracle. Encumbrance of requisitions using Oracle is very different from the legacy system. Each line item must be encumbered separately. In light of this fact **requisitions charging more than one account (PATEO) must stipulate by line item which account is to be charged.** For example, we cannot process requisitions

that are sent over stating “spend down account” or “split expense 50/50”. It is the responsibility of the requisitioner to assign which accounts will be paying for which items. If you are splitting the cost of one item such as a maintenance agreement on a shared piece of equipment you must identify how much each individual account (PATEO) will be paying. Questions in this regard may be directed to Mary Woodward at 2-9849.

### **State Travel**

**BTA Nonrefundable Tickets:** When nonrefundable tickets purchased on the AMEX BTA are exchanged for **business-related** reasons the traveler has up to one year from the date of the issue to exchange the ticket with the same air carrier. The change fee will be paid on the BTA account and the difference in price if the new ticket cost more than the original ticket.

When nonrefundable airline tickets are exchanged for **personal** reasons, the traveler should reimburse the BTA account for the amount of the change fee and the difference in price if the new ticket cost more than the original ticket. The check should be made payable to the U.S. Dept of Treasury to refund the BTA account.

**Prepayment of Registration Fees:** When a registration fee is to be prepaid to a vendor, the department should complete and attach the registration form to a State requisition, designate an alternate attendee and forward it to Purchasing Department. The Purchasing Department will determine if it is to be paid on a Purchase Order or the American Express Procurement card.

Prepayment of registration fees by attendees/travelers using their corporate or personal credit card will only be allowed if the vendor does not accept a State purchase order or the Amex Procurement card for payment. The attendee is required to submit proper documentation supporting his/her claim.

### **Hospitality**

Do you know when it is appropriate to use **State** funds to pay for meals? Well, you cannot pay for someone’s retirement dinner. And you do not want to put a recruitment dinner expense on a travel voucher. So how should these transactions be processed? First of all meals must be business related and original receipts, a letter of justification or agenda

must be attached. You should submit a **purchase requisition** that states what the intent of your meeting was and provide a listing of who was present. Also, keep in mind that the State will not reimburse you for any alcoholic beverages or tax and we cannot reimburse you for more than the per diem rate, which in Suffolk County the allowance is \$8 for breakfast and \$30 for dinner. Your reimbursement will be audited down to reflect these precedents. You should be requisitioning all food purchases payable to a vendor before an event occurs. If you have any questions in this regard, please contact **Lisa Rizzo at 2-6048**. To see complete guidelines please refer to our website: [www.procurement.sunysb.edu](http://www.procurement.sunysb.edu). Go to the **Purchasing** link, then scroll down to **State Procurement** and click on **Food Purchases**.

### **Central Receiving**

If you need to send something off Campus via UPS it can be sent through Central Receiving. An outgoing shipment can be for different reasons i.e. repair, replacement, duplicate shipment, cancellation of an order or damaged or refused by a department. If you need to ship a parcel you must fill out form **SUSB 114**, (return/shipment request). This form is available on our

website:

[www.centralreceiving.sunysb.edu](http://www.centralreceiving.sunysb.edu)

or it can be ordered from Central Services on the forms order sheet SUSB 2732. Completed forms should be either faxed to 2-8332 or mailed to Central Receiving z=6500. If your building has a stockroom the parcel being shipped should be brought to the stockroom with the completed SUSB 114 form attached. If your building does not have a stockroom we will pick up your parcel from the floor and room number indicated on the completed SUSB 114 form. If your Department is paying for the UPS shipping charge, a Mail Service Requisition SUSB 2 must be attached. Any questions regarding this matter can be directed to Loretta Davis at 2-6290 or Barbara Kaczinski at 2-6307.

### **Property Control**

To obtain online Surplus (SUSB0591) or Transfer (SUSB7494) forms visit our website:

[www.procurement.sunysb.edu](http://www.procurement.sunysb.edu)

Click on Property Control then click on **on-line forms**.

To run on-line Property Control Equipment Inventory departmental reports you must access the website through Internet Explorer 5. Click on Property Control, click on Fixed Assets, enter your account number and then

click on submit query. If you have any questions regarding this matter please contact Anna Artale-Bruno at 2-6306.

### **Contracts**

#### **Temporary Staffing**

**Services:** Stony Brook University has a contractual agreement for temporary staffing personnel with the following agencies:

- Addecco
- Penda Aiken
- Kelly Services, Inc.
- Lloyd Staffing services
- Manpower
- ProMed
- Ranstad/Tempforce
- Sterling

When the need to utilize one of these agency's services arises you must remember to provide the vendor with your department's account number (Hospital, State, Research Foundation or Stony Brook Foundation) at the time your order is placed. Any invoice(s) received in the Procurement Office without the appropriate account information will not be processed for payment and will be returned to the vendor. Also, please be aware that it is your department's responsibility to verify that each employee's timesheet is accurately and properly

completed. A copy of the employees approved timesheet should be kept in your departmental files for future reference.

### **OSC Procurement Guidelines for**

#### **Contracts/Purchase Orders :**

The Procurement Office frequently receives telephone calls from vendors inquiring into the status of their payments, even though they have not received an approved purchase order or contract. Vendors need to be made aware that they will not be paid until such approval is received. All University employees must be made aware of the following bulletin. Bulletin G-195 on the OSC website states, "A State employee who directs a vendor to start providing goods or services without an approved contract may be personally liable for any indebtedness that is ultimately held to be owed to the contractor"

This and other bulletins are listed at the following address, <http://www.osc.state.ny.us/agencies/index.htm>

### **Staples**

When placing State orders with Staples Business Advantage, please remember to indicate the proper blanket Purchase Order number, for Main Campus the PO # is

000600N for Hospital the PO# is 590037. Please note that the Staples delivery person will no longer be leaving a copy of the signed manifest (delivery ticket) with the ordering department. This documentation will reside in the Procurement Office. The ordering department will continue to receive a packing list with each delivery which details what was shipped and the total amount charged for the order.

Any State end-users interested in becoming a registered user on StaplesLink (Staples electronic ordering system) please contact Mary Woodward at 2-9849 for State ordering and Barbara Fjellman at 4-4061 for Hospital ordering.

It has come to our attention that there are a significant amount of orders to staples which are under \$50.00. It is not cost effective for Procurement to process orders below this dollar threshold or for the vendor to deliver on these orders. So that we can continue to negotiate the best prices on office supplies please make sure you are ordering at least \$50.00 worth of merchandise when placing your orders.

Any issues related to Staples should first be directed to Staples Customer Service

team at 2-4545. If your issue still remains unsolved, contact Staples, Account Manager, Anthony Montanaro at 1-800-950-1257 x4655.

### Culligan

Effective April 1, 2001, the rates for the rental of Culligan water coolers and delivery of bottled water will be as follows:  
Bottled Water **\$3.75/bottle**  
Hot/Cold Water Cooler **\$5.00/month**  
Cold Water Cooler **\$4.00/month**

### Hospital Accounts Payable

The Hospital Accounts Payable Office is now located at 31 Research Way, East Setauket, NY 11733. The **internal** mailing address for departments to submit all documentation to is **Hospital Accounts Payable Z=9115**. Peggy Kelly is now Manager of the unit and can be reached at 4-9961.

### University Hospital Purchasing

Under construction is the University Hospital Purchasing website: <http://www.uhpurchasing.sunysb.edu/>. This site will offer valuable up to date instructions, guidelines, policies and procedures on

how to handle all your procurement transactions. **University Hospital Lapsing Funds Calendar**, Please be aware of the following important dates:  
**3/30** Last day to submit all non-emergency items over \$75K\*  
**5/4** Last day to submit all non-emergency items between \$20K to\$75K\*\* **5/18** Last day to submit all non-emergency items between \$5K to \$20K.  
**6/1** Last day for departments to submit all requisitions to Purchasing to encumber funds for non-emergency items.

\* All transactions in this category are required to be advertised in the New York State Contract Reporter, which dictates the earliest bid opening allowed. The earliest bid opening date for transactions in this category is 4/30. The bids must then be analyzed and submitted to the Office of the State Comptroller for prior approval. This process generally takes 8 weeks, which allows us to place the order just prior to 6/30/01 the last day of the fiscal year.

\*\* Transactions in this category are required to be advertised in the Contract Reporter, but do not require prior approval of the Office of the State Comptroller. In this instance the earliest date we could place an order after advertising would be 6/5/01.