

# Procurement News

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**SUNY at Stony Brook  
Procurement Office**

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## State Lapsing Funds

As the 00/01 fiscal year closes, campus departments should be in the process of reviewing their 00/01 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 the appropriate buyer in the Procurement Office. Any 00/01 encumbrance that needs to be re-encumbered in the new fiscal year 01/02 will require the submission of a new requisition. Also be aware that the last date to receive items to be paid against this fiscal year 00/01 is August 3, 2001. The entire lapsing funds calendar is posted on the procurement website at, [www.procurement.sunysb.edu](http://www.procurement.sunysb.edu). Please forward all invoices with approval for payment to the Procurement Office Z=6000, as quickly as possible to facilitate the payment of all lapsed orders. At this time, we would like to welcome JoAnn Sandford, the new expeditor, who will be happy to assist you with any lapsing funds issues. She can be reached at 2-4155. Please

notify JoAnn of all orders that will not be received by August 3<sup>rd</sup> so that they may be placed on the "Exception List". On August 17<sup>th</sup>, all orders not received (including those listed on the exception list) will be cancelled.

## E-Req Users

If you are trying to encumber a requisition but the system is giving you a negative balance, you may be trying to encumber against a requisition number that is already on the system. If this is the case the Purchase Order Preparation Screen (PPRP) will give you a negative balance and either the letter "X" or "W" will appear at the end of the encumbrance line. To remedy the situation simply input an "X" besides the function key and an "I" besides the action key and hit enter. This will take you to the item screen so that you can complete your e-req. If you have any questions regarding e-reqs please call Mary Woodward at 2-9849.

## State Contracts

The following is a listing of new State contracts for Industrial and Commercial Supplies and Equipment.

These comprehensive catalog contracts provide a means for inventory reduction by offering quick delivery (usually 24-48hrs.) of a broad array of products from the same contractor with a single purchase order.

<u>Contract #</u>	<u>Contractor</u>
PC57447	Fastenal Co.
.....	570-489-2772
PC57448	F&F Industrial Equip.
.....	800-724-2727
PC57449	Grainger Industrial
.....	866-273-8887
PC57450	Graybar Electric
.....	800-444-4761
PC57451	HomeDepot/ Maintenance Warehouse
.....	732-926-2801
PC57452	MSC Industrial Direct
.....	800-645-7270
PC57453	Sears Industrial Sales
.....	800-776-8666

If you need help with the above contracts, please contact Dotty Klevanosky for State at 2-6059 and Pam Aberbach for Research at 2-9308.

## **Be Aware of Telephone Solicitations**

The number of misleading telephone solicitations from vendors who do **not** hold contracts with the State continues. Most often such solicitations are directed to non-purchasing personnel and end up costing the State far more than purchases made from contract or in the local marketplace. Solicitors often use ploys similar to the following to secure “verbal orders”:

- “I represent (well known co.) and need the manufacturer of the printers/copiers used in your office.” This knowledge could enable an unscrupulous vendor to later appear to be a legitimate manufacturer’s representative when soliciting an order for supplies.
- “Order now before the price goes up!” Prices are usually quite high to begin with.
- “An order will help our Agency unload unwanted inventory.” The name sounds like a government agency.
- “We had a misdirected shipment to your area. If you take it off our hands, we can give you a reduced price.” Shipments most often originate directly from company’s warehouse.

If product has already been received as a result of such a misleading telephone solicitation, no payment should be made to the vendor. The vendor should be advised that any unused

portion can be returned at the vendor’s expense. If contacted by such a vendor, please notify the Procurement Office.

## **Staples Business Advantage**

With the new fiscal year 01/02 quickly approaching please be aware that the new State purchase order # is 100001N and the new Hospital purchase order # is 690000 both are effective as of July 1<sup>st</sup>, 2001. Please do not place orders below \$50.00, as this is not cost effective for the University or Staples. Staples direct customer service # is 2-4545 and direct fax # is 2-4547. Any State or Hospital funded department wishing to place their orders directly to Staples through Stapleslink.com should contact Mary Woodward for State orders at 2-9849 or Barbara Fjellman for Hospital orders at 4-4061.

## **Travel Reminders**

**State:** State employees traveling on State funds must purchase tickets through the AMEX Business Travel Account (BTA) by contacting Austin Travel located in the Library Building or calling 2-7799. Visit the Procurement website at [www.procurement.sunysb.edu](http://www.procurement.sunysb.edu) for more details regarding this program. No reimbursement will be made if purchased by personal credit card or cash. When an (electronic) “E”

Ticket is purchased, the traveler should send in the itinerary/receipt if there is no hard copy of the ticket issued.

**State/Research:** When your lodging exceeds the federal per diem rate for either domestic or foreign travel, you should submit an over the maximum justification explaining why you stayed at a particular hotel (e.g. conference hotel or site). The hotel rate will automatically be adjusted to the government rate if the justification is not submitted with the voucher.

## **Requests for Meal/Restaurant Reimbursements**

An original itemized receipt must accompany State, Research Foundation and Stony Brook Foundation requests for reimbursements of meal/restaurant expenses. An itemized receipt should include all food and beverage charges as well as tips and sales tax. For audit purposes, the Procurement Office cannot accept credit card authorization slips as receipt of payment. New York State will not reimburse for any alcoholic beverages or sales tax and can not reimburse for more than the per diem rate. The per diem rate for Suffolk County is \$8.00 for breakfast and \$30.00 for dinner. There is no allowance for lunch. Also, individuals cannot approve their own requests for reimbursements, regarding Travel or any other expense. All such requests will be returned to the originator for appropriate authorized signatory.