

The Procurement Office would like to introduce the following new staff to the Campus Community.

Lynn Patterson has joined the State commodity staff. Lynn can be reached at 2-4154 and is responsible for the purchasing of Athletic Equipment & Supplies, Carpeting, Blinds, Fine Arts Equipment & Supplies, Library Equipment & Supplies and Promotional Items.

The Service Contracts Section has two new Contracts Officers:
Kevin Rooney at extension 2-6044 is responsible for Binding Services, Campus wide Cablevision Service, Cellular phone/purchase & service, Excavation Services, Moving, Software Licensing, Temporary employment, Equipment Maintenance & Architectural / Engineering Services under \$20,000.
Deborah Marcus at extension 2-6286 is responsible for Banking Services, Card Access, Equipment maintenance and repair, Insurance

(backup), Revenue, Affiliation, Towing and Performing Artist agreements, and Construction.

**American Express
Procurement Card**

The American Express Procurement Card offers Stony Brook an outstanding opportunity to streamline the purchasing process. The Procurement Card was recommended in ‘**Rethinking SUNY**’ and was approved by New York State as a **pilot program** for the **1995/1996** budget. Stony Brook implemented the Procurement Card as a pilot campus in 1995 starting with **two cardholders**. The cards were assigned to one buyer in the Procurement Office and one end-user in the Accounting Office. Stony Brook worked closely with SUNY Systems Administration as they developed the SUNY AEPC System that was successfully integrated into the

existing SUNY Financial System (budget, accounting, purchasing, accounts payable).

In the **1996/1997** fiscal year the American Express Procurement Card was approved to roll out across the campus. That first year ended with **18 cardholders**, who processed a grand total of **420 transactions**, with a dollar value of **\$60,018**. The **2000/2001** fiscal year ended with **140** cardholders, processing a total of **8,431** transactions, with a dollar value of **\$3,114,081**. The University Hospital approved the card for their end-users for the **2001/2002** fiscal year. The joint University Hospital/Campus totals for the first seven months of this fiscal year: **190 cardholders**, **7,624 transactions = \$ 2,922,423**. Stony Brook is well on its way to the **\$5,000,000** mark for the **2001/2002** fiscal year.

Highlights of the Program:

- Used with State funds only.
- Card is issued to individual.
- Limit of \$2,500 per transaction.
- No split ordering.
- No out of pocket expense for the purchase of goods and services.
- All purchases must be in accordance with NYS/SUNY P-card guidelines.
- Supervisor must approve application.
- Card applicant & supervisor must attend mandatory training.
- **No travel, entertainment, hotels, car rentals, restaurants, or gasoline can be purchased.**
- Monthly billing statement is sent to cardholder's business address.
- Cardholder must certify card activity monthly via SUNY-AEPC on-line system.
- Cardholder must forward billing statement with related receipts to Procurement.
- Charges appear on departmental AES report.

- All purchases are subject to a post-audit.

If you have any questions regarding the program please contact Maryann Dolan, P-Card Administrator, Procurement Office, 2-6017.

Printing Services

Watch for changes in Campus Printing Services. Please contact Carl Burgos at 2-6214, with any questions.

Research Purchasing

New RF Purchase Requisition: The new RF purchase requisition along with instructions is now available online. It can be retrieved at the following OASIS forms website. <http://www.stonybrook.edu/oasisforms> Click on Procurement then Purchase Requisition. The PDF version of this form can be filled in online and then printed. The old RF Purchase Requisition as well as the new Purchase Requisition will be accepted. Various other Research Forms can also be accessed at this site. Departments may also contact Maria Fernandez at Central Services at 2-6297 to request additional forms.

Frequently RF Purchasing receives requisitions that are illegible or lacking pertinent information. Both of these scenarios delay both the placement of your order. Please make absolutely sure that we can read your requisition and the following fields are filled in: **Ship To Address, Need by Date, Project, Task, Award, Organization Name (department), Supplier Name, Address and Phone Number.** It also helps us to help you when you provide us with catalog numbers.

Rushes: Frustrated because you indicated RUSH or ASAP on your requisition and it still took four days to process? That's because almost everything comes in coded as a Rush or ASAP. The only way a buyer can accurately prioritize orders is for you to indicate an actual **Need by Date** on your requisition. Orders that require next day delivery need to be in the buyers' hands by 2:00 p.m. the previous day.

Faxes: Faxed requisitions run the risk of being duplicated and hard to read. Faxed orders should be reserved for urgent situations, rather than for convenience. Also, please make sure if you do fax an

order that you **do not send the original**. In the event that a duplicate requisition is received and placed, the department is responsible for payment. Some vendors will not accept merchandise back, almost all chemicals are non-returnable and some vendors charge a re-stocking fee.

IDC Training: The next scheduled session for IDC training is Wednesday, April 10, 2002. Please contact Edith Koelln at 2-6068 to schedule an appointment.

Research Accounts Payable

Cash Advances: Funds advanced to Project Directors for field trips, patient studies and other expenses must be reconciled within 90 days from the date of the payment. RF Accounts Payable will be contacting Project Directors with outstanding Cash Advances. We ask for your cooperation in the submission of these receipts as requested so that final reporting to sponsors is not delayed. All outstanding cash advances must be reconciled before a request for a new cash advance will be processed.

Fed-Ex: Fed-Ex is now requiring that invoices submitted for payment be paid in full. If payments are to be split among several accounts, the department should submit only one requisition for each invoice. On the requisition indicate the amount being charged to each account, with the total equaling the full amount of the invoice.

Travel

The Governor's Office of Employee Relations and the Office of the State Comptroller mandates the use of the Business Travel Account (BTA) for all State employees traveling on State business. It requires airline and rail tickets to be purchased from a state-authorized travel agency. Austin Travel is the designated agency for Stony Brook University. The BTA allows a traveler to obtain tickets without any out of pocket expense. There will be no reimbursement to State employees purchasing airfare/rail using a personal credit card, corporate card or cash.

A Research Business Travel Account (BTA) has been established for Research Foundation

funded travel. The RF traveler contacts Austin Travel for price quote on air and train fares then prepares a RF requisition referencing the quote. Submit requisition to Office of Grants Management for approval, once approved the RF traveler forwards requisition to Procurement Office, who will place ticket order with Austin. Both travel date and ticket purchase must be within the project period.

Effective April 1, 2002, under the terms of contract PS 58823 with Austin Travel, the transaction fee has been increased to \$15.00 per ticket for air and rail this applies to both State and Research. These transaction charges will be included in the total amount charged to your account. For more information regarding either BTA programs contact Rosalie Makarick at 2-6022.

Travel Advances: For the convenience of the RF traveler, a travel advance may be requested to limit the amount of out of pocket expenses. According to RF Campus Policy, the traveler must submit travel payment request form, original receipts and supporting documentation to reconcile the advance within two weeks following the return date of the trip. **No** future

travel advances will be processed if a RF traveler has an outstanding unreconciled advance.

State Purchasing

State/IFR Lapsing Funds:

As we approach the end of fiscal year 2001/2002, please be aware of the following important dates:

- **3/29** Last day to submit all items over \$150K.
- **4/19** Last day to submit all items between \$20K to \$150K.
- **5/17** Last day to submit all items between \$5K to \$20K.
- **5/31** Last day for departments to submit requisitions to Procurement to encumber funds on **State & IFR** 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 2001/2002 Lapsing Funds calendar will be posted on our website.

As we begin the 4th quarter of fiscal year 2001/2002 campus departments should be in the process of reviewing 2001/2002 encumbrances using the

SUNY accounting system's SUIQ function 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.

In an effort to serve you more efficiently, the Procurement Office would like to make the following suggestions regarding your annual requirements:

- All estimated encumbrance orders should be submitted to the Procurement Office as soon as possible. These requisitions should reflect your projected usage for the upcoming fiscal year. You will NOT be required to fund these requisitions at this time. Your early submission will allow Procurement to provide your department with less interruption during the fiscal changeover.
- Departments should not submit multiple requisitions to the same vendor, for the same items, throughout the fiscal

year. This is in violation of the NY State Finance Law.

- Based on your usage, the Procurement Office will determine the best method to process your request in compliance with the NYS Finance Law.
- All open encumbrance Purchase Orders must have a statement of work or detailed specifications attached, or a sole source justification, whichever applies.

If you have any questions or concerns, please contact Joanne Joy at 632-6046 or e-mail at Joanne.Joy@stonybrook.edu.

New State Contracts:

PC58972 Twin Medical Co., 888-625-5353. For patient bathing units, transfer chairs & related items.

PC59155 Fordion Packaging Ltd., 201-692-1344. For polyethylene bags.

Furniture: Corcraft is the NYS preferred source vendor for furniture. They manufacture a variety of

quality office furniture at reasonable prices. Corcraft can be contacted at 800-436-6321. Their website is www.corcraft.org. The designated representative for the University is Jimmy Roschilla. He can be reached at 516-582-1992, fax # 518-434-7434. In the event that a Corcraft product will not meet your departmental needs, you may contact any of the vendors listed on the Procurement website under authorized furniture distributors. A release from Corcraft must be obtained prior to the processing of any order that is awarded to a vendor other than Corcraft. This applies to contract and non-contract orders since Corcraft is the preferred source. Non-contract furniture orders exceeding \$2,500.00 are subject to the same guidelines as all other purchases.

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

100001N, for Hospital the PO# is 690000. 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.

State Accounts Payable

In order to expedite payments to vendors and avoid interest penalties, the Procurement Office will **not** obtain department approval for payment of commodity invoices if the merchandise has been shipped to and received by Central Receiving. Notification of "Payment requires Department Approval" on a purchase order should be utilized solely for service purchase orders or orders for which merchandise is shipped directly to a campus department. If a department receives defective/incorrect merchandise they should immediately contact the State Payables area of the Procurement Office and advise them of the problem. The

Procurement Office will provide any department, upon request, with a copy of the paid invoice for their order.

Hospitality

An original itemized receipt, letter of justification, agenda and a listing of who was present 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. NYS will not reimburse for any alcoholic beverages or sales tax and cannot 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. Also, individuals cannot approve their own requests for reimbursements. All such requests will be returned to the originator for appropriate signatory.