

Procurement News

SUNY at Stony Brook Procurement Office

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State Lapsing Funds

As the 01/02 fiscal year closes, campus departments should be in the process of reviewing their 01/02 encumbrances to determine which ones that are no longer needed and therefore should be disencumbered. To request a disencumbrance of funds please send an email to the JoAnn Sanford in the Procurement Office. Any 01/02 encumbrance that needs to be re-encumbered in the new fiscal year 02/03 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 01/02 is August 16,th 2002. The entire lapsing funds calendar is posted on the procurement website at, www.procurement.stonybrook.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.

New State Contracts

The following is a listing of new State contracts.

Contractor Contract # Kimber's Inc. **PC59433**

Group 37002: Snowblowers, self propelled, walk behind.

Address:

115 N. Geddes St.
PO Box 11727
Syracuse, NY 13218-1727

Phone: 800-627-1660 or
315-478-5761 ext. 325

Mr. Gary Bobbett

Fax: 888-478-4926

Contractor Contract # Buffalo Tractor **PC59340**

& Implement Co.

Group 40601: Tractors, wheel type diesel with selected options.

Address: 3045 Seneca St.
Buffalo, NY 14224

Phone: 716-822-3467

Mr. Gary Dziamski

Fax: 716-822-6680

Culligan

Current rates for Culligan

water service is as follows:

Bottled Water \$3.65/bottle

Hot/cold water cooler

.....\$3.25/month

Cold water cooler

.....\$3.25/month

When submitting your needs for the new fiscal year please indicate your

Culligan water account number on the requisition. Please direct all questions to Judy Reese, at 2-6057

State Blanket Orders

In an effort to reduce the number of small dollar vouchers processed and to provide a cost savings to the University all blanket orders will now be billed on a monthly basis by the vendor.

Staples Business Advantage

With the new fiscal year 02/03 quickly approaching please be aware that the new State purchase order # is 201301N and the new Hospital purchase order # is 790000 both are effective as of July 1st, 2002. 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.

IDC Training

The next scheduled session for IDC training is Wednesday, July 10th from 10:00 to 12:00. Please contact Edith Koelln at 2-6068 to register.

Travel

Research travelers may reduce their travel expense request by having payment made directly to the vendor for such expenses as registration fees and air/ rail fare.

Registration Fees - submit RF requisition, attach the registration form and send to the Office of Grants Management for approval. Upon approval by OGM, the requisition will then be forwarded to Procurement for payment.

Airfare - Travel arrangements can be made by using the RF BTA (Business Travel Account) available through Austin Travel. The traveler should prepare a purchase requisition, obtain a written quote from Austin and submit both to OGM for approval. Once approved, the traveler should forward the requisition to Procurement who will then place the order.

State travelers may take advantage of the following methods of payment to reduce out of pocket

expenses for registrations and air/rail fare.

Registration Fees - Use the AMEX Procurement Card if this is an acceptable form of payment by the vendor or submit a State purchase requisition naming an alternate attendee, attach the registration form and /or invoice and send to the Purchasing department. After funds are encumbered, Purchasing will forward the purchase order to Procurement for payment.

Airfare/Train - traveler is mandated to make travel arrangements using the State BTA program Austin Travel. A traveler will not be reimbursed if he uses his own personal credit card, corporate card or cash.

Visit the Procurement website www.procurement.stonybrook.edu for additional information on State and Research Foundation travel guidelines, online travel forms and related links.

Overnight/Express Mail Services

Airborne Express, Federal Express, and UPS are the current New York State contracted vendors to provide overnight/express mail services. Each of these vendors provides various delivery services with **guaranteed** delivery schedules. It is each

department’s responsibility to review their express mail service invoices, dispute any late-delivered shipments, and obtain credit for packages that were not delivered on time. It is also the department’s responsibility to review the invoices for invalid late fees, credit charges, or any other charges not authorized under the NYS Contract. Below is a listing of the services that each express mail vendor provides and the guaranteed delivery times. Please review your invoices closely to ensure that the vendor has fulfilled their obligation to deliver your shipment as guaranteed. If your shipment has not been delivered on time please contact the respective service provider to obtain a credit for that delivery. Claims for credit of the delivery charge must be made within fifteen (15) days of the scheduled delivery date.

Airborne Express

Urgent A.M......10:30 a.m.

Overnight Express

2:00 noon Next Business Day

Next Afternoon

3:00 p.m. Next Business Day

Second Day

5:00 p.m. 2nd Business Day

Federal Express

FedEx First Overnight

8:30 a.m. Next Business Day

FedEx Priority Overnight
10:30 a.m. Next Business Day
FedEx Standard Overnight
3:00 p.m. Next Business Day
FedEx 2Day
4:30 p.m. 2nd Business Day
FedEx Express Saver
4:30 p.m. 3rd Business Day

UPS

UPS Next Day Early A.M.
8:30 a.m. Next Business Day
UPS Next Day Air
10:30 a.m. Next Business Day
UPS Next Day Air Saver
3:00 p.m. Next Business Day
UPS 2nd Day Air A.M.
12:00 Noon 2nd Business Day
UPS 2nd Day Air
End of 2nd Business Day
UPS 3 Day Select
Within 3 Business Days

Research Payables

IDC Accounts: All payment requests for Travel, Direct Payments to Vendors, Reimbursements, Stipends and Consultants using IDC funds may be submitted directly to the Procurement Office. We also ask that departments review their Projects periodically, and contact Procurement to resolve any outstanding items. This will ensure the access to all available funds.

Terming Grants:

Inasmuch as the majority of Sponsored Projects term June 30th we are asking that Project Personnel respond as promptly as possible to requests for

payment approval and information by Procurement Staff members. By working together this will provide for the resolution of outstanding items so that the Project will be closed out, and the final financial reports to Sponsors will not be delayed.

Stipends: Requests for stipend payments should be received in the Procurement Office at least seven days before the due date to allow adequate time for processing.

Departments must indicate if the checks are to be returned to campus, or mailed directly to the recipient. Name, address and social security number must be printed or typed clearly to avoid delay in processing. If the stipend payments are to be issued in increments over a specified period of time, we ask that the dates the checks are needed be indicated. The form must also indicate whether the payee is a US citizen or non resident alien. Non-resident alien payments will be withheld at the taxable rate of 30%. All US citizens and resident aliens' payments will be reported as 1099 Miscellaneous Income.

Lecturer/Consultants: Name, address and social security numbers must be printed or typed clearly.

Human Resources must review all requests for payments to Non-Resident Aliens before a check can be issued. Unless the per diem is being claimed, and/or original receipts are attached, travel reimbursements to Lecturer/Consultants will be considered taxable income.

Department Purchase Orders: Departmental Purchase Orders are issued in an emergency when the normal Procurement process cannot be completed within a limited timeframe. However it is the responsibility of the Department to submit the completed documentation. Vendor requests for payments on orders where documentation has not been submitted will be referred to the Project staff member who placed the order.

Cash Advances: Cash Advances issued to Project Personnel must be reconciled within 90 days from the date of payment. All receipts and checks for the unspent funds must be sent to the Procurement Office. Delay in reconciling these cash advances will prevent the processing of current requests. Please prepare a cover letter, along with receipts, indicating, Purchase Order Number,

Project, Task, Award and Recipients names.

Forms: The availability of Research Foundation Forms is indicated on the Procurement web-site. When completing these forms, please indicate the contact person's first and last name. This will prevent any delay in obtaining needed information to process the payment.

State Accounts Payables

In order to expedite State 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 campus department receives defective/incorrect merchandise they should immediately contact both the Procurement Office (2-9838) to place a hold on payment of the order and Central Receiving (2-6290) to obtain a Return/ Shipment Request form. The Procurement Office,

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

When to use a Standard Voucher versus a State Requisition

Standard Vouchers or Independent Contractor Forms are used when making Honoraria / Consultant payments. Payee information should include SS# and home address. Backup should include curriculum vitae, event sheet and any other pertinent information. Honoraria are submitted to Payroll first and then are forwarded to Procurement for payment. If you have questions regarding the required documentation please contact the Payroll Office at 2-6156.

A State requisition should be used for reimbursement of out of pocket expenses; for example, classroom supplies or hospitality expenses. Original receipts and/or proof of payment must be attached. In addition requisition for the purchase of food require a letter of justification explaining the purpose and benefit of the function to the State, a roster of those attending and an original itemized receipt. Prior to making hospitality purchases it is a wise decision to contact

the Purchasing Office to determine the appropriateness of the purchase using State funds. Functions of a personal nature such as Christmas parties, office barbecues and retirement parties will not be paid by the State.

American Express P-Card Security

American Express Procurement Card security falls under the guideline set forth by NYS. Please be aware that authorized use of the Procurement Card is limited to the person whose name appears on the face of the card. The Procurement Card should not be loaned to another person. The American Express account # should not be posted or left in a conspicuous place. Questions related to the Procurement Card should be directed to Maryann Dolan at 2-6017.

NYS Tax Exemption Certificate

It has come to the Procurement's Office attention that the NYS Tax Exemption Certificate (AC946) has been used with local area retail vendors for non-University business. Please be aware, that local area retail vendors will no longer accept the Tax Exemption Certificate from University employees claiming to be buying for University business unless the purchase is being made with the American Express Corporate P-Card.