

# Procurement News

**STONY BROOK UNIVERSITY  
Procurement Office**

**March 2003**

**volume 6 number 4**

## 2002/2003 State Lapsing Funds Calendar

As we approach the end of fiscal year 02/03, please be aware of the following dates:

- **3/28** Last day to submit all items over \$150K.
- **4/18** Last day to submit all items between \$20K to \$150K.
- **5/16** Last day to submit all items between \$5K to 20K.
- **5/30** Last day for departments to submit requisitions to Procurement to encumber funds on State and last day to use AMEX Procurement Card for purchases.

## Woman Owned Business

The Procurement Office is pleased to announce that Superior Window Treatments has become a Certified NYS Woman Owned Business (WBE). Superior Window

Treatments has been doing business with the University for over 10 years and carries many different manufactures and styles of window treatments. They also offer competitive pricing. Please contact Superior Window Treatments at (631) 751-0552 the next time the need for window treatments arises in your office. ABL Office Products and Furniture has also recently become a Certified NYS Woman Owned Business (WBE). ABL also carries janitorial, as well as, computer supplies. The contact person for ABL is Tina Laboe and she can be reached at (631) 273-3973. ABL is conveniently located in Hauppauge. Their website is [www.ablop.com](http://www.ablop.com).

## Courier Services

The Procurement Department has started receiving approved invoices for payment signed off by departmental designees from **FedEx** and **UPS** that have fuel surcharges, residential

delivery fees and courier pick up charges. These fees are not admissible under the NYS Discount Program, which the University participates in. If your invoices have these charges on them, more than likely your account was not set up correctly with the vendor. To take remedial action, please contact Mary Woodward at 2-9849. Please have your account or shippers number available when calling.

## Research Purchasing

**Blanket Orders:** In order to prevent a delay in the receipt of goods and services and payments associated with blanket orders, please encumber funds to cover your needs for a year within the term limits of the grant. When submitting your requisition, provide the best dollar estimate of how much material you anticipate purchasing. If you have any questions please call Mary Woodward at 2-9849.

**Leases:** Is the lease on your copy machine or

vehicle up for renewal?  
Please send us a requisition so that there will be no lapse of service. If you need assistance, contact Pam Aberbach at 2-9308.

### **Research Accounts Payable**

#### **Reconciliation of Cash**

**Advances:** All Cash Advances must be reconciled within 90 days of receipt of funds. It is the responsibility of the recipient to reconcile the outstanding items within this time frame. A list of expenditures with original receipts is required. The individual must ensure that all receipts submitted are within the active dates of the award. Receipts must be legible, and include dates, vendor name and amounts paid.

#### **Payment Approval**

**Requests:** We ask that departments respond to Procurement's payment approval requests by return e-mail. This will prevent credit holds that affect the University's overall ability to order goods and services. If there is any reason that payment should be withheld, please notify us immediately.

**Direct Payments:** When submitting requisitions for Direct Payments to vendors, or

reimbursements to campus personnel, please attach proper documentation. Vendor payments must include original invoices. Reimbursement requests must include receipts clearly indicating vendor name and amount paid. Failure to provide this documentation will lead to a delay in payment.

#### **Departmental Purchase**

**Orders:** Departmental Orders have been provided to departments to facilitate their Research activity when emergency supplies must be ordered. However it is the **direct responsibility** of the departments to **immediately** submit the necessary paperwork to the Office of Grants Management after placing the order. Vendor requests for payment will be referred back to the ordering department if they have not submitted this documentation. Failure to comply may result in the loss of this privilege.

#### **Independent**

##### **Contractor/Lecturer**

**Services:** All payment requests to **non-resident aliens** must be reviewed by Human Resource Services before being processed by Procurement. We ask that departments plan ahead before engaging individuals for these

services. Reimbursements for travel expenses for Independent Contractor/Lecturers must be submitted on the Services Form, not on Travel Forms. In addition, travel expenses being reimbursed must be listed, and original receipts provided. If original receipts are not provided, this will be treated as taxable income.

If campus departments are planning to hire an individual as a long-term consultant using **IDC funds**, the contract will be reviewed by the Department of Human Resource Services.

**BTA Transactions:** It is the Traveler's responsibility to ensure that any credit received from AMTRAK due to a change in travel plans is sent to Austin Travel. This will ensure that the correct account will be credited.

#### **State Accounts Payable**

Authorization for Payment Form: If and when your department receives an "Authorization for Payment" form from the Procurement Office for your department's payment approval of a vendor invoice please note that all of the following information is required to be provided on the form:

- Signature of Authorized Department Representative
- Printed Name
- Date Materials / Services Received.

\*\*Please note that the "Date Materials/Services Received" is the actual date that the goods were received or the service(s) performed. It is ***not*** the date on which you are providing the Procurement Office with your payment authorization.

### Travel

#### **Transaction Fee**

**Increase:** Effective immediately, under the terms of contract PS 58823 with Austin Travel, the transaction fee for Amtrak and bus has been increased to \$25.00 per ticket; this applies to both State and Research. When using the BTA to purchase your train/bus ticket, this transaction fee will be included in the total amount charged to your account. Airline transaction fees are not affected by this increase and remain at \$25.00 per transaction.

**Travel Advances:** For the convenience of the RF traveler, we process Travel Advances to limit the amount of personal out-of-pocket expenses.

According to RF campus policy, the traveler must submit his travel payment request form, attach receipts and supporting documentation and 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 unreconciled advance.

#### **Mileage Rate Change:**

Effective January 1, 2003, the IRS allowable mileage rate for personal car mileage for the calendar year 2003 is 36 cents.

#### **Passenger Vehicle**

**Rental:** Recently, the law pertaining to vehicle renters liability has changed, however, this has ***no effect*** on our Passenger Vehicle Rental Contract with Enterprise. As a reminder, it is ***not*** necessary for travelers to purchase Damage Waiver Protection when renting a car from Enterprise in NYS. As in the past, SBU will only be liable for \$100 in the event of an accident.

#### **Air Travel Services**

**Contract:** The Air Travel Services contract with participating airlines terminated on February 28, 2003. As a result, there will be no "city-pair" rates available for business travel until a new contract

is awarded by the State. On March 1, 2003, you can either continue to purchase your tickets through Austin Travel for one stop shopping for all your travel needs and/or utilize the web for online booking to arrange for the best available rates.

#### **New State Contracts**

The following is a listing of state contracts that have been recently awarded. For additional terms and conditions including pricing you can access these contracts at [www.ogs.state.ny.us](http://www.ogs.state.ny.us)

#### **Trucks (Heavy Duty) Chassis-Cab Type with Various Body, Equipment & Snowplow options (Statewide) - Group 40590**

##### **PC59769**

Burr Truck & Trailer Sales  
2901 Vestal Rd.  
Vestal, NY 13850  
800-568-2877 Ext. 314

##### **PC59770**

Genesee Truck Sales  
P.O. Box 23320  
Rochester, NY 14692  
800-950-6210  
585-424-2053 Fax

##### **PC59771**

International Truck & Engine Corp.  
1568 Central Ave.  
Albany, NY 12205  
518-869-4083 Ext. 10  
518-869-4087 Fax

**PC59772**

Sterling Trucks of  
Syracuse  
955 Spencer St.  
Syracuse, NY 13204  
800-872-2390  
315-437-4041 Fax

**PC59773**

Tracey Freightliner  
6803 Manlius Center Rd.  
East Syracuse, NY 13057  
800-872-2390  
315-437-4041

**Sport Utility Vehicles -  
Group 40550****PC59798**

Doan Chevrolet-  
Oldsmobile LLC  
5035 Ridge Road West  
Spencerport, NY 14559  
585-352-3434 Ext. 273  
585-352-7897 Fax

**PC59799**

Langan Chrysler/Jeep  
2240 Central Ave.  
Schenectady, NY 12304  
800-888-6822  
518-372-4410

**PC59800**

Motors Fleet  
P.O. Box 638  
Red Bank, NJ 07701  
732-918-1600  
732-918-8708 Fax

**PC59801**

Van Bortel Ford, Inc.  
7325 Route 96  
Victor, NY 14564  
585-586-7705  
585-586-7706 Fax

**PC59802**

Warnock Automotive, Inc.  
d/b/a Warnock Ford  
175 Route 10  
East Hanover, NJ 07936  
973-884-2100 Ext. 2316  
973-884-2650 Fax

**Lawn, Yard, & Garden  
Tractors w/Associated  
Attachments/Accessories  
Group 08206****PC59843**

Carl's Mower Service  
6450 Pottery Road  
Warners, NY 13164  
800-611-8486  
800-611-8491

**PC59844**

John Deere Co.  
A Division of Deere &  
Company  
2000 John Deere Run  
Cary, NC 27513  
800-358-5010 Ext. 2222  
919-804-2495 Fax

**Microcomputer Systems -  
Fujitsu PC Corporation  
Group 75336****PT59785**

Fujitsu PC Corporation  
5200 Patrick Henry Drive  
Santa Clara, CA 95054  
631-467-6583

**Institutional Washers &  
Dryers Group 36501****PC59866**

Wascomat  
461 Doughty Blvd.  
Inwood, NY 11096  
800-645-2204 Ext. 120  
516-371-4204 Fax

**Laboratory Equipment,  
General Purpose  
(Allegiance Healthcare)  
Statewide Group 12000****PC59744**

Allegiance Healthcare  
Corporation  
3356 Walden Ave.  
Depew, NY 14043  
800-845-4401  
716-683-2778 Fax

**Alarm & Signal Systems  
(Anixter) Group 38221****PC59413**

Anixter Inc.  
325 Washington Ext.  
Albany, NY 12205  
800-821-2115  
413-215-1429 Fax

**Special Service Sport  
Utility Vehicles (2203  
Chevrolet Tahoe) (NYS  
Police & Others) – Group  
40550****PC59871**

Whiteside Chevrolet-Olds Inc.  
50714 National Road  
St. Clairsville, OH 43950  
800-610-0211 Ext. 2421  
740-695-0211 Ext. 2421

**Traffic Speed Measurement  
Equipment – Group 38207****PC59866**

McCoy's Law Line, Inc.  
15 South Highland  
Chanute, KS 66720  
800-423-5583  
620-431-0028 Fax