

Procurement News

STONY BROOK UNIVERSITY

June 2003

Procurement Office

volume 6 number 5

State Lapsing Funds

As we approach the end of fiscal year 02/03, campus departments should be in the process of reviewing their 02/03 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 02/03 encumbrance that needs to be re-encumbered in the new fiscal year 03/04 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 02/03 is August 15th, 2003. 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 payment.

Corporate Card Program Cancelled

The State **JPMorganChase** Corporate Card Program will be cancelled; all accounts will be closed effective June 30, 2003. This decision was based on the overall responses from cardholders regarding the additional personal \$30 Annual Fee that was imposed by JPMorganChase under the terms of the new contract. The Procurement Office will handle all account closures; individual cardholders do not need to contact JPMorganChase. Cardholders having reoccurring charges such as newspaper delivery, EZ pass accounts, subscriptions, etc. must contact the vendor immediately to change the charge to a personal credit card.

State travel business expenses will continue to be reimbursed in the same manner, except that the traveler must now use their own personal credit card, rather than a University affiliated Corporate Card.

Please contact, Rosalie Makarick, Corporate Card Administrator at 2-6022 for any questions.

State Purchasing

Blanket Orders: New Year requisitions for blanket orders should be submitted to the Procurement Office as soon as possible to avoid disruption of materials and service. These requisitions must have detailed specifications, statement of work, or a sole source justification. In addition, blanket encumbrances should be estimated for an entire fiscal year and fully funded on a single requisition for each vendor. Departments should not submit multiple requisitions to the same vendor for the same items throughout the fiscal year. This is a violation of the NYS Finance Law. Departments should refer to prior year expenditures when estimating blanket encumbrances. Based on your projected usage, the Procurement Office will determine the best method to process your request.

Contractual Agreements: Campus departments are not authorized to enter into agreements with perspective vendors by signing formal or informal vendor contracts. Individuals who enter into an agreement with a vendor to start providing goods or services on behalf of the University or whom intend to bind the University to financial commitments without prior authorization from the Procurement Office are in violation of State law and University policy. Individuals may be subject to the imposition of discipline and may be held personally liable for any indebtedness that is ultimately held to be owed to the contractor/vendor. If you or your department plan to enter into a contractual agreement with a perspective vendor please have the appropriate department representative(s) review the contract for verification of technical terms and conditions and then forward the contract to the Procurement Office (attn: Kirstine Nogiewich) for review and final approval.

Campus Food Policy Local Hospitality Rates

The Procurement Office has updated its food policy to reflect changes in vendor payments and employee reimbursements. The Procurement Office *will not* issue vendor payments or

employee reimbursements (drawn against DIFR, IFR, State, or State Special Appropriation Accounts) for food and beverages for members of the university faculty and staff when they are engaged in routine university business during normal business hours (i.e. faculty/staff meetings and/or departmental working lunches). The sole exception is when invited guests (other than university faculty and staff) are present and the meeting is clearly for business purposes. Vendor payments or employee reimbursements for local hospitality expenses will be made in accordance with the local state per-diem rate of \$8.00 for breakfast and \$34.00 for dinner. Lunch expenses will be paid or reimbursed at a local rate of \$25.00 (per person). Any expenses exceeding the allowable rates will be considered personal out-of-pocket expenses. These rates are all-inclusive of meal charges and gratuity charges/tips.

Printing Services

The Procurement Office has contracted with several vendors to handle your printing and copying needs. The following is a brief overview; forthcoming the Procurement Office will be distributing a complete

guide to Printing and Copying at the University.

Camillus Business Forms:

The Procurement Office is pleased to announce that Camillus Business Forms is the new contracted vendor for all West Campus University forms. Camillus Business Forms has replaced Wallace. To place an order you must use the new Forms Requisition **SUSB 8001**, which can be downloaded from the Procurement website:

www.procurement.stonybrook.edu

The new PO # for State and RF use only is 201381Q. Upon ordering a form from Camillus for the first time, complete the forms requisition, attach a sample and mail to the address on the top of the requisition. The requisition must contain a valid account number and an authorized signature. Please remember to send all form requisitions directly to Camillus and not to Wallace or Procurement. The Account Manager at Camillus is Rob Tedd; he can be reached at 1-888-740-0201.

For information related to University Hospital forms please contact Linda Torma at 4-4057.

Kinko's: Photocopying, color copies, posters, signs, and banners are under contract with Kinko's. Call Joe Gast, Kinko's manager

directly at 2-1831 for order forms and price quotes.

Fantastic Graphics: The printing of letterhead, envelopes, memo pads and invitation packets is under contract with Fantastic Graphics. To place an order you must use form **SUSB 8000**, which can be obtained from Central Services at 2-6297. For any questions related to this contract please contact the vendor at 753-4144 and ask for Kathy or Lynn.

Maryhaven: The printing of business and appointment cards is under contract with Maryhaven. To place an order you must also use form **SUSB 8000**. For questions related to this contract contact Kristine Fritz of Maryhaven at 563-1462.

Offset Printing: There are several vendors under contract for Offset Printing, each has been awarded specific types of printing projects.

William Charles Printing provides brochures, newsletters, flyers, cards, mailing labels and posters. For questions please contact the representative, Joseph Pellegrini at 516-349-0900.

Clover Graphics provides 3/1/2" x 5" glue pad posters in quantities of 25. Please contact the representative, Ken Granville at 631-471-2323 with any questions.

Procurement will provide additional information in regards to Offset Printing as it becomes available.

Should you have any printing questions for Procurement please contact Terri Barbaretti for State funded orders at 2-6071 and Pam Aberbach at 2-9308 for RF funded orders. For payment inquiries on any of the above contracts please call Christine Wilson at 2-6433.

Staples Business Advantage

With the new fiscal year 03/04 quickly approaching please be aware that the new State purchase order # is 301001N and the new Hospital purchase order # is 890000 both are effective as of July 1st, 2003. 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

AMEX Corporate Card: Effective March 1, 2003, the AMEX Corporate Card Business Travel Accident

insurance (BTAI) has been expanded to include 24-hour coverage for cardmembers during their entire business trip (up to 30 days). If the fare has been charged prior to the trip, coverage is provided for from the cardmember's home/office and then throughout the trip until they return to their home/office (whichever is first). If the fare is charged at the airport, terminal or station, coverage begins at the time the fare is charged to the card. In addition, nuclear, biological and chemical events will now be covered.

Reconciliation of Travel Advances: According to RF campus policy, the traveler must submit his travel payment request form, attach original receipts and supporting documentation within *two* weeks following the return date of the trip. No future travel advance will be processed if a RF traveler has an unreconciled advance.

Lodging: When lodging exceeds the federal per diem rate for either domestic or foreign travel on State or RF funds, the traveler must submit an over-the-max justification explaining why you stayed at a particular hotel (e.g. conference hotel). The hotel rate will automatically be reduced to the per diem rate if no justification is attached.

Research Accounts Payable

Closeout of IDC Projects:

New IDC projects are in the process of being established for Fiscal Year 03/04. IDC projects for the current Fiscal Year 02/03 will term June 30, 2003, the last day to submit non-emergency Purchase Orders will be **June 13, 2003**. The Procurement Office asks IDC Project Managers to review all outstanding transactions so that stale dated items residing in the system can be closed out. The new projects will then reflect a more accurate balance. The Procurement Office will work with departments to help provide a smooth transition to the establishment of the new IDC projects. We greatly appreciate your assistance in this matter.

Contact the following people for questions concerning:

Purchase Orders:
Edith Koelln 2-6068
Accounts Payable:
Bill LaCascia 2-6001

Stipends: Please indicate in the space provided on the Stipend form, the recipients tax status, for example: U.S. Citizen, Resident Alien, or Non-Resident Alien. This field is required so that the payment is correctly reported to the IRS, avoiding any penalties.

Also, please indicate if this is to be a lump sum payment, or if the payment is to be disbursed in increments on established dates. We also require that the issuing Department indicate if the stipend is to be mailed out or picked up by a Department representative.

Requisitions: When using the Requisition form downloaded from the Procurement web-site, please be sure to fill in all the required fields. This is especially important for the Requisition Number site in that it allows Campus Departments and Procurement to easily identify specific expenditures.

Cash Advances: All Cash Advances must be reconciled within 90 days of receipt of the payment. Cash Advances reconciled in a timely manner prevents loss of receipts by the recipient and expedites the reconciliation process. This also prevents other Cash Advance requests from being held up.

AMEX Procurement Card Security

In light of the wide spread use of credit cards to make purchases via the Internet and the telephone there has been a tremendous increase in fraudulent

transactions using State University Procurement cards. As there is no way to verify identity, it has become very simple to obtain someone's account number and start making purchases.

Therefore, it is important to report immediately any lost and/or stolen Procurement Cards or unauthorized use of the card to American Express and the Program Administrator. We also remind cardholders that all Procurement cards should be kept in a secure location and the account number should not be shared with anyone.

Procurement cards are issued to individuals and should not be used as departmental cards. If more than one person in a department would benefit from using the program than there should be separate cards issued to each person. Please keep in mind that the name appearing on the credit card is the person that is responsible for all transactions made with the card and they are the only person that should be reconciling the account.

New State Contracts

FIRE OPERATIONS – Thermal Imaging Cameras –

Group 38231

State Contract #	Vendor	Address	Phone/Fax
PC59757	Cairns Advanced Technologies	282 Main St Salem, NH 03079	800-230-1600 603-893-4359 Fax
PC 59758	E.D. Bullard Co.	1898 Safety Way Cynthiana, KY 41031-9309	800-227-0423 Ext. 152 859-234-8987 Fax
PC59759	E2V Technologies Inc.	4 Westchester Plaza Elmsford, NY 10523	888-587-0103 Ext. 1 914-592-5148 Fax
PC59760	Infrared Components Corp	2306 Bleecker St. Utica, NY 13501	888-422-2588 315-732-5931 Fax
PC59761	ISG Thermal Systems USA, Inc.	190 Stanley Ct. Lawrenceville, GA 30045	877-733-3473 Ext. 203 678-442-1295 Fax
PC59762	Mine Safety Appliances Co.	121 Gamma Dr. Pittsburgh, PA 15238	800-672-2222 800-967-0398 Fax
PC59763	Scott Health & Safety	Monroe Corporate Center PO Box 569 Monroe, NC 28111	800-247-7257 704-291-8330 Fax

ELECTRICAL LIGHTING BALLASTS - Group 34413

State Contract #	Vendor	Address	Phone/Fax
PC59879	Hughes Supply Inc.	6779 Crescent Dr. NW Norcross, GA 30071	800-422-6077 770-734-8917 Fax
PC59880	Regency Lighting	99 Murray Hill Pkwy. Unit B East Rutherford, NJ 07073	800-284-2024 Ext. 283 800-763-7636 Fax
PC59881	Sunshine Lighting	4821 First Avenue Brooklyn, NY 11232	800-605-2852 718-768-0970 Fax
PC59885	Eltron Supply Ltd.	111-03 14 th Ave. College Point, NY 11356	800-852-6183 718-461-2739 Fax

LABORATORY SUPPLIES and EQUIPMENT – Biological Safety Cabinets and Accessories – Group 12000

State Contract #	Vendor	Address	Phone/Fax
PC59887	The Baker Company	P.O. Drawer E Sanford, ME 04073	800-992-2537 207-324-3869 Fax

BOILER TREATMENT CHEMICALS & SERVICES – Including Chemicals for Cooling Towers & Recirculation Closed Loops – Group 40802

State Contract #	Vendor	Address	Phone/Fax
PC56380	Feedwater Treatment Systems	5167 Columbia Ave. Hamburg, NY 14075	716-627-2398 716-627-3250 Fax
PC56379	Cascade Water Services, Inc.	113 Bloomingdale Rd. Hicksville, NY 11801	516-932-3030 Ext. 28 516-932-0014 Fax

New Contracts

CONTRACT NO.	VENDOR	DESCRIPTION	CONTRACT OFFICER
C001110	Buxton	On-site Equipment Maint.	Laura Beck 2-6229
C001112	KAH Turf Supply	Campus Res. Grounds Maintenance	Dave Smith 2-9065
T001113	Building Star	Library Custodial Services	Dave Smith 2-9065
T001114	Building Services	Custodial Services - Sports Complex	Dave Smith 2-9065
T001116	Pamper Decorating	Drapery Cleaning & Repair	Kevin Rooney 2-6044
SUNY - Wide "CM"	Various	Marketing Services	Deborah Marcus 2-6286
SUNY - Wide "CM"	Various	Technology Training Services	Deborah Marcus 2-6286