

Procurement News

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STONY BROOK UNIVERSITY
Procurement Office

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Research Accounts Payable

Refund Checks:

Checks received from vendors for returned merchandise should be forwarded to the Research Accounts Payable section. Along with the check, the original Purchase Order Number, Project, Task, Award and Department should be indicated. A copy of the original Purchase Order would be most helpful in determining the original expenditure. The posting of these refund checks has now been assigned to Research Accounts Payable to expedite the process and ensure that the Award will be credited as soon as possible. Funds are then made available to Project Directors for needed expenditures. This also applies to checks received for the unspent portions of Travel and Cash Advances.

Stipends: As we previously stated in the June Procurement Newsletter, the status of the Participant must be clearly indicated on the form to avoid a delay in

processing, i.e., U.S. Citizen, Resident Alien or Non-Resident Alien. Payments to Non-Resident Aliens are subject to immediate withholding at the rate of 30%. We have also received additional information from Human Resources and RF Central that states only J-1 or F-1 visa holders can be paid a participation or fellowship stipend.

Original Receipts:

Requests for reimbursements must contain original receipts in order to avoid delays in processing. Requisitions that do not contain original receipts will be returned to the department. If the department, due to manufacturer warranties needs receipts, they will be stamped "PAID" by Research Accounts Payable and returned with the reimbursement check.

Requests for reimbursements for travel expenses to Lecturer/Consultants must also contain original receipts, otherwise these payments will be considered taxable

income, and reported to the IRS.

Department Contacts:

Please indicate clearly on requisitions, the full name and telephone number of the person to be contacted for clarification on any items related to the requisition or Purchase Order. This will avoid any delays in payment.

Travel

Travel Reimbursement

Reminders: In order to avoid a delay of reimbursement of State or Research Foundation travel expenses, please submit the following receipts / documentation along with your State Travel Voucher (AC132) or your Research Travel Payment Request form:

- Over the max justification for lodging when exceeding the federal per diem rate. Voucher will be automatically adjusted to per diem rate without a justification.

- Complete voucher in full indicating name, address, zip code and what you are claiming
- Indicate a contact person and phone # where the traveler can be reached
- Indicate date and times of travel from time of departure to time of return
- Attach a program/agenda when attending a conference/meeting
- Lodging location should be identified when only claiming meals
- Car rental justification when lodging at conference site.
- Business calls justification: indicate party called and purpose of call
- A signed & completed Automobile Statement (AC160) when using personal car (required only for State travel)
- Indicate single rate when lodging is shared
- Submit original receipts or an explanation for copies of documentation.
- Proof of payment is required when purchasing airfare, hotel and registration fee from internet.
- Indicate a (State) account # or RF (Project/Task/Award) to charge expenses

- Voucher must be signed by both traveler and supervisor and/or project director
- Attach registration form indicating name of attendee and amount when submitting Research Foundation requisition for registration fee.
- Indicate vendor ID# when submitting a payment to a vendor using State funds.

Student Travel:

When traveling on State funds, graduate students employed by the State should submit an employee travel voucher (AC132) for reimbursement of travel expenses. Graduate and undergraduate students not employed by the State should submit their travel expenses on a Standard Voucher (AC92).

When traveling on Research Foundation funds, graduate/undergraduate students should submit the Travel Payment Request form.

State and Research Foundation guidelines, forms and useful links are available on the Procurement website at www.procurement.stonybrook.edu.

NYS Government Rate for NYS Employees: For employees traveling on official State Business to New York City please be

advised that the State has negotiated a rate with the Majestic Hotel located at 210 West 55th Street in Manhattan (between Broadway and 7th Avenue). The rate offered to NYS employees are as follows:

Corporate/Deluxe King Room \$129 per night from 5/1/03 – 9/7/03; \$189 from 9/8/03-12/31/03.

The above rates offer a substantial savings to the State since rates are well below the per diem rate. This is a first class hotel and rates usually run from \$359/night for the deluxe King/Corporate Room. Reservations can be booked through the hotel directly by calling 212-247-2000 or through an authorized State Travel Agent. Please mention that you wish to use the “New York State Office of General Services” rate and be prepared to present your NYS ID upon check-in.

Enterprise Car Rental

Agency: When renting a car from Enterprise in NYS, the vendor must accept your personal credit card for payment along with a tax exempt certificate (AC 946). There have been instances whereby Enterprise has charged tax when a personal card has been presented for payment. According to the NYS contract, a personal credit card is an acceptable method of payment. If Enterprise does not accept your personal card for payment, please have the agent contact Diane Lazarich, a District Manager,

from Enterprise at 737-6212 Ext.221 or Rosalie Makarick in the Procurement office at 632-6022 to resolve the matter.

State Hotel Tax Exemption

Certificate: Please make sure when traveling on official State business that you are using the Tax Exemption Certificate for hotel room tax (ST-129). There is an older Tax Exemption Certificate (AC 946) which is still valid, however it should only be used for rental cars, etc. Form ST-129 should be used strictly for hotel room tax exemption.

The form is available in PDF format on the following website:

<http://www.ogs.state.ny.us/travel/FormsNew.asp>

Click on "ST-129" near the bottom of the page.

Required Lawson Processes

To ensure the success of running Lawson 8.02 in production it is crucial that all departments follow the following required processes otherwise the Procurement cycle will not function adequately resulting in goods/merchandise being returned to the vendor and vendor invoices not being paid.

Manual Receiving Policy and Procedures

If items are received directly to your department instead of being sent to Receiving and Stores, it is **mandatory** that a University Hospital Manual Receiving Report be

completed within 24 hours and forwarded to Receiving and Stores. A copy of this form may be obtained by contacting Receiving and Stores.

It is IMPERATIVE that you complete a Manual Receiving Form for all items received directly to your department and forward it to the Receiving and Stores Department (HSC Level 1, Room #046, Zip 8014) so that all orders are "**received**" in the Lawson system. The Accounts Payable module of Lawson requires a three way match, purchase order, receiver and invoice in order for payment to be paid. If items are not formally received on the Lawson system, the vendor **WILL NOT** be paid by Accounts Payable which will result in interest penalties imposed on your departmental account. Lack of payment to vendors will also result in credit holds which will prevent future ordering.

Standing/Blanket Orders

Before calling in a Standing or Blanket order the user department **must** release the order on Lawson to obtain a release number. When calling in the Purchase Order number, Release number and PO Code of either STAN or BLAN **must** be provided to the vendor. Vendors are required to ship and bill against the Purchase Order, Release numbers and PO Code. For example if you are calling

in the first release of a standing order the following information must be provided to the vendor PO # **880001**, Release # **1**, PO Code **STAN**. Orders that arrive in Receiving and Stores lacking this pertinent information will be unable to be received and therefore returned to the vendor. Invoices arriving in Accounts Payable without all required information will not be paid and returned to the vendor.

HRH/REMI Maintenance Contracts

Maintenance Contracts for Copiers / Fax Machines / Business Machines / Medical Equipment / CCTV will now be covered under State Contract C002227 issued to HRH/REMI. Procurement is in the process of converting maintenance contracts to a Time & Materials arrangement in accordance with OGS State Contract C002227. This contract is based on "Risk and Insurance Management" through the vendor HRH/REMI and will enable the University to save in excess of 23% annually on our costs for maintenance. You will continue to get service from the same vendors you are using now, but the vendors will invoice HRH/REMI directly. HRH/REMI will invoice the University directly and Accounting will do journal transfers to charge your individual accounts. Department details and procedures to follow shortly.

PRINTING SERVICES CONTRACTS – MAIN CAMPUS

VENDOR	DESCRIPTION	PA # / CONTRACT #	EFFECTIVE DATES
Stationery/Forms			
Fantastic Graphics 631-753-4144 Kathy or Lynn	Stationery, Envelopes, Memo Pads	PA # 02940	7/1/02–6/30/03 with option to renew for 2 additional years. No price increase allowed.
Fantastic Graphics	Invitations & Matching Envelopes	PO # 301154Q	PO Term 7/1/03 -6/30/04
Maryhaven 631-567-4879 Kristine Fritz	Business Cards, Appointment Cards	Interim PO # 301122Q	PO Term 7/1/03-9/15/03
Camillus Business Forms 1-888-740-0201 Rob Tedd	Forms	PA # 03183	4/1/03-3/31/05. No price increase allowed.
Quick Copy			
Kinko's 631-632-1831 Joe Gast	Copy Center Services Photocopies, Color Copies, Posters, Signs, Laminating	Contract # C001095	Contract Term 8/1/02-7/31/05.
Low End Offset Printing			
William Charles 516-349-0900 Joseph Pellegrini	Low End Offset Printing (Black, Spot Color) Brochures, Newsletters, Flyers, Cards, Mailing Labels, Posters	PA # 03090	11/1/02–10/31/03 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
Clover Graphics 631-471-2323 Ken Granville	Low End Offset Printing Posters with Glue Pads (Black, Spot Color)	PA # 03089	11/1/02–10/31/03 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
High End Offset Printing			
Nittany Valley Offset 800-631-9531 Patrick Langan	High End Offset Printing (4 – Color Process) Brochures/Newsletters Vendor # 1	PA # 03237	5/1/03-4/30/04 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
Corporate Color 800-242-5364 Tony Magnifico	High End Offset Printing (4 – Color Process) Brochures/Newsletters Vendor # 2	PA # 03236	5/1/03-4/30/04 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
Corporate Color 800-242-5364 Tony Magnifico	High End Offset Printing (4 – Color Process) Flyers, Posters, Mailing Labels, Cards Vendor # 1	PA # 03235	5/1/03-4/30/04 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
Nittany Valley Offset 800-631-9531 Patrick Langan	High End Offset Printing (4 – Color Process) Flyers, Posters, Mailing Labels, Cards Vendor # 2	PA # 03234	5/1/03-4/30/04 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
Nittany Valley Offset 800-631-9531 Patrick Langan	High End Offset Printing (up to 4 – Color Process) Booklets Vendor # 1	PA # 03232	5/1/03-4/30/04 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.
William Charles Joseph Pellegrini 516-349-0900	High End Offset Printing (up to 4 – Color Process) Booklets Vendor # 2	PA # 03233	5/1/03-4/30/04 with option to renew for 1 additional year. Price increase allowed in year 2 of contract for paper only.