

Procurement News

June 2004

**Stony Brook University
Procurement Office**

volume 7 number 4

State Lapsing Funds

The last date to receive items to be paid against fiscal year 03/04 funds is Friday, August 13, 2004. The entire lapsing funds calendar is posted on the Procurement website at: www.procurement.stonybrook.edu. At this time, we are requesting that you forward all invoices with approval for payment to the Procurement Office Z=6000, as quickly as possible to facilitate payment. In addition, please review your 03/04 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 JoAnn Sandford in the Procurement Office. Any 03/04 encumbrance that needs to be re-encumbered in the new fiscal year 04/05 will require the submission of a new requisition.

State Blanket Orders

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 services. Blanket

orders 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. Please refer to prior years' expenditures when estimating blanket encumbrances. These requisitions must have detailed specifications of items to be purchased using the blanket order. Specifications should include manufacturer, part number, size, color, and estimated yearly quantity. Based on your projected usage, the Procurement Office will determine the best method to process your request. Non contract blanket orders which exceed \$20,000 must be advertised in the NYS Contract Reporter and in most cases require the preparation of a sealed bid.

Kinkos

Kinkos located in the basement of the Melville Library will operate on summer hours beginning June 1st, from 10:00 am to 4:00 pm.

Staples Business Advantage

With the new fiscal year 04/05 quickly approaching, please be aware that the new State Staples purchase order # is 401001N and the new Hospital Staples purchase order # is 990000 both are effective as of July 1st, 2004. 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 department wishing to place their orders directly to Staples through Stapleslink.com should contact Mary Woodward for State, Research Foundation and Stony Brook Foundation funded orders at 2-9849, Barbara Fjellman for Hospital funded orders at 4-4061 and Karen Springer at 4-8623 for LISVH funded orders.

As a reminder, all OFFICE FURNITURE including desks, credenzas, bookcases, chairs, conference room tables, folding tables, filing cabinets, safes, mobile file carts, specialty filing, blueprint storage, storage cabinets, LAN and wire shelving, mobile computer workstations and printer/

machine stands are not part of the State's contract with Staples Business Advantage. Effective 1/1/04, the following pages are excluded from the Staples Business Advantage 2004 Office Supplies and Technology Catalogue, pages 13 - 59 and pages 63 - 83. If you would like to purchase any of the items listed on these pages, please submit a requisition to Procurement. A Purchasing Agent will source out your order with vendors on State contract for the best price. This applies to all funding sources State, Hospital, LISVH, SBF and RF.

Please note as a result of the current paper market conditions, Staples Business Advantage has increased the cost of copy paper effective May 10, 2004. The following is a breakdown of the new prices:

Item #	Description	Price
Staples Red Box		
230	8 1/2 X 11	\$2.47 rm
900	8 1/2 X 11	\$24.70 ct
262	8 1/2 X 11 3-hole	\$2.67 rm
260	8 1/2 X 11 3-hole	\$26.70 ct
255	8 1/2 X 14	\$3.15 rm
257	8 1/2 X 14	\$31.52 ct
Hammermill Copy Plus		
830	11 X 17	\$5.91 rm

Procurement Card Update!

The transition from AMEX to Citibank is expected to be completed by August, 2004. The Office of the State Comptroller and SUNY

Systems Administration are continuing to work with us on both the policy and system changes that are required to accommodate the new Citibank Visa card program. You can continue to use your AMEX card until further notice; however, no new AMEX cardholders will be added to the program during the transition period.

The first phase of the transition will transfer current AMEX P-Cardholders to the Citibank Visa card. All current cardholders will be required to attend a training session related to the new program. There are some changes to the SUNY/AEPC system, as well as, policy updates that will be covered in the training. You will be contacted when training dates are established.

The second phase of the program will be the enrollment and training of staff who have never had a Procurement Card. Please call Maryann Dolan at 2-6017, if you have any questions.

Same Day Courier Service

Walsh Messenger Service is now providing same day delivery service of parcels up to 100 lbs anywhere on Long Island and New York City. Walsh offers three different same day service levels to meet your delivery and budget needs.

1) Priority delivery - 3 hour goal,
 2) Special delivery - 5 hour goal
 3) Regular delivery - 7 hour goal.
 For example a parcel from Stony Brook to Brookhaven Lab (Upton) would cost \$30.00 under option #2 Special delivery or \$48.00 under option #1 Priority delivery.
 Walsh also offers Overnight Express service at highly competitive rates. Departments who would like to obtain more information and open an account should contact Joseph Ruggiero at 516-719-8003.

Stony Brook Logo Policy

The University has mandated a new policy designed to maintain consistency with the Stony Brook Logo and its Name. Notification of the program was reported in the March 24 issue of "Happenings". All products (T-shirts, Mugs, and other giveaways) showing a University, Athletic, Hospital, HSC, Alumni Logo or Word Mark must be purchased through a licensed vendor. All State/Research Procurement Guidelines (obtaining competitive pricing) must be adhered to.

The University Licensing Agent is the Licensing Resource Group. A listing of the approved licensed vendors is available on the University Web site at:

<http://www.stonybrook.edu/sb/ogovendors.shtml>. It will be updated on a monthly basis. We suggest you contact the following certified NYS Woman owned businesses first.

- Classique Creations
631-732-8620
- Promotional Marketing Service
631-289-9780
- Rosalie Rosen Advertising
Specialties 631-654-9244
- Diamond Promotions Inc.
516-674-0101

Vendors who wish to become licensed are encouraged to obtain an application at www.lrgusa.com. The process takes approximately 4 to 6 weeks.

New Deer Park Spring Water Cooler Service

Effective July 1, 2004, Stony Brook University has entered into an agreement with Deer Park Spring Water to provide water cooler service. Culligan will continue to provide current service through June 30, 2004. The following prices offered by Deer Park Spring Water will be available to all West Campus, University Hospital, and off-campus satellite offices:

- Hot/Cold Water Cooler
.....\$2.49/Month
- 5-Gallon Bottled Water
.....\$3.24/Bottle
- 5-Gallon Bottle Deposit/Spill-Proof Caps.....No Charge

In order to partake in this new service please submit a new-year (2004/2005) requisition to the Procurement Office. If your Campus Department currently participates in the American Express Corporate Purchasing Card Program we encourage you to use your card for payment of Deer Park Spring Water Invoices.

****NOTE – Contract is strictly for water cooler service and not for other products/brands that may be offered by Deer Park Spring Water.**

For additional information or questions please contact Judy Reese (Purchasing) at 2-6057 or Al DiVenuto (Accounts Payable) at 2-9838.

Faculty/Staff State Expense Reimbursement

As a cost-saving measure the Procurement Office has set a minimum threshold of \$250.00 for State reimbursements to faculty and staff. If your request for reimbursement is for less than \$250.00 you must bring your request (i.e. original receipt(s) and state purchase requisition with a brief justification of expenditure) to the **Bursar’s Office** for immediate, on the spot reimbursement.

The following expenses can not be reimbursed at the Bursar’s Office and should be submitted

to the **Procurement Office**. The minimum reimbursement amount allowed is \$50.00. If your expense receipts total less than \$50.00 please retain your receipts for submission when the minimum is met.

- Advertising
- Awards/Trophies/Engraving
- Decorations/Floral Arrangements (Commencement)
- Food and/or Beverages/Hospitality Expenses
- Independent Contractor/Personal Service Fees
- Membership/Registration /Subscription Fees
- Travel Related Expenses
- Tuition Reimbursements

If you have any questions please contact Al DiVenuto at 2-9838.

GRI Funded Orders

Equipment purchases are to be matched dollar for dollar with State-sponsored GRI Funds and non-State sources. These types of purchases are subject to the State Procurement Guidelines. The purchase of extended service contracts for equipment is not allowable under the GRI Program. Any questions regarding GRI Funded Orders should be directed to Judy Reese at 2-6057.

RESEARCH ACCOUNTS **PAYABLE**

Termining 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. We also ask that departments review their Accounts periodically and contact Procurement regarding any questionable items. By working together this will provide for the resolution of outstanding Purchase Orders so that the Project/Award can 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 to be used in an emergency when the normal Procurement Process cannot be completed within the limited timeframe. It is the responsibility of the Department to submit the completed documentation; otherwise this privilege may be withdrawn. 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 so that we can reach them via e-mail. This will prevent any delay in obtaining needed information to process the payment.

Closeout of IDC Projects

New IDC Projects are currently being established for the Fiscal Year July 1, 2004-June 30, 2005. The current IDC projects term June 30, 2004, and the last day to submit non-emergency Purchase Orders will be June 14, 2004. 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. We would like the outstanding blanket orders closed, and new Purchase Orders established for the new Fiscal Year. 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:

RF Purchase Orders :

Edith Koelln 2-6068

RF Accounts Payable:

William LaCascia 2-6001

Travel

Reimbursement of Non-Employee/Vendor Travel

Expenses on State Funds :

A Standard Voucher (AC92)

must be submitted to reimburse either a candidate or pay a vendor directly for hotel, car service and other travel-related expenses. To reimburse a candidate, attach job posting and all original receipts such as hotel bill, paper or e-ticket, car rental agreement and a signed **Auto Statement (AC160)**, if claiming personal car mileage. When paying a vendor such as a travel agency or hotel, attach the vendor invoice and the hotel bill if paying for lodging.

The Standard Voucher should also be used if you are reimbursing a vendor for **Consultant services** of their employees for travel-related expenses while working at Stony Brook.

Forward the voucher and attach documentation to the Procurement/Travel office, Library W4505, Z6000.

These forms may be downloaded at www.procurement.sunysb.edu, click on Forms and scroll down to Travel.

Contact Rosalie Makarick at 2-6022 if you need additional information.

Research Foundation Moving Expense Reimbursement

Policy: Research Foundation employees may be reimbursed up to \$3,000.00 for moving household goods and personal effects. A person may be eligible for reimbursement if he/she is appointed for more than one year to a full-time RF position. The claim must be made within 60 days of the effective date of the appointment. For tax purposes, the IRS classifies moving expenses into two types:

Qualified (nontaxable)

- Reasonable costs for transportation and storage of household goods and personal effects
- Travel and lodging payments for moving from previous residence to new residence
- Transportation costs for the employee and family members.
- Use of personal car (receipted gas or \$.14 per mile)

Nonqualified (taxable)

- Moving expenses not previously listed such as

meals and pre-move expenses

The Research Foundation does not reimburse employees for moving expenses for items not listed in the above categories.

Employees must use the Research Foundation's Moving Expense Reimbursement Request and Authorization form, attach original receipts and submit to the Procurement/Travel Office in the Library W4559. To download the form go to ORACLE Business Application, click on EPSS: RF Help, Resources, Forms, Payroll, and scroll down to Moving Expense Reimbursement Request and Authorization Form.

State Relocation Policy

According to the State University program, **State** employees may be reimbursed up to \$3,000 for moving household goods and personal effects. A person is eligible for reimbursement if he/she is appointed for more than one year to a full-time State position. All claims for relocation expenses must be submitted **within one year of the appointment start date**. The appointee may request reimbursement for one way mileage, on one personal auto. Following State guidelines, the required documents are:

- Standard Voucher (AC 92) indicating state account number
- Request for Reimbursement for Moving Expense Agreement (AC1099)
- Relocation Expense Authorization (SUSB 1401C)
- Proof of payment i.e. cancelled check or credit card statement
- Original bill of lading with break-down of the charges and the amount paid
- Packing slips and/or inventory list
- Statement of Automobile Travel (AC160), if requesting the cost of moving one personal vehicle at the current IRS allowable mileage rate of 37.5 cents a mile, shipping a vehicle is **not** a reimbursable expense.

The appointee should select a carrier that is registered with the Interstate Commerce Commission. If a private mover is used, three written estimates must be obtained; the lowest of which will be used for reimbursement.

If the employee resigns within one year of the effective date of appointment, the employee must repay the State account to which it was charged. The above forms are available by calling Rosalie Makarick at 2-6022.

Holiday Inn Express Stony Brook

The Holiday Inn Express Stony Brook located at 3131 Nesconset Highway offers a special University rate of \$119 per night for a single/double room for guests visiting the University. You can set up direct billing with the hotel to eliminate any out of pocket expense for your guest. If your guest pays for his own lodging; the individual is also entitled to the “university rate” as long as he/she indicates that they are here for a University event or business. The rate may vary depending on the season. Extended stay rates for a minimum stay of one week or more are also available at a lower rate.

Some of the amenities offered by Holiday Inn Express – Stony Brook are:
Free shuttle service to the University, local hospitals, local airports & railroad stations.
Free high-speed wireless Internet access and business center.

Free continental breakfast buffet.

Fitness center and indoor heated swimming pool.

To make arrangements or for more information, you should call Denean Fontanetta, Sales Manager at 631-471-8000 Ext. 722.

Holiday Inn Wall Street

For employees traveling on official State business to New York City please be advised that the State has negotiated a rate with the Holiday Inn Wall Street, located 15 Gold Street, New York, New York. The rate offered to NYS employees is \$189/night from April 1, 2004 to December 31, 2004. The rate includes complimentary continental breakfast and complimentary local phone calls (up to \$5). Reservations can be booked by contacting Richard Yaeger at the hotel at 212-232-7800 or 1-800-Holiday, travelers must ask for the “New York State Government Rate”. If you prefer to book on-line go to www.holidayinn.wsd.com and select the code “State Gov’t rate” from the drop down box under the “room rate selection” category. Your NYS ID must be presented upon check-in. Should you have any questions please contact Rosalie Makarick of the Procurement Office at 2-6022.

Enterprise

OGS has entered into an agreement with Enterprise-Rent-a-Car for discounted rates on rentals **outside of NYS**. This agreement covers rental in the 49 US States and Canada. Flat rates are available at all Enterprise locations out of state. Additional taxes may apply at all locations. Rentals at airport locations may result

in additional fees added to the flat base rate. Collision Damage Waiver (CDW) insurance is **included** in these rates; travelers should decline the extra insurance when renting from this contract.

When booking **outside** New York State and Canada, the corporate account# NA24NYS must be given. These rates can be booked by the NYS contracted travel agents, by calling Enterprise at 1-800-rent-a-car or by visiting www.enterprise.com and entering company name or PIN: STA.

The current contract we have with Enterprise for all rentals **inside NYS**, corporate account# JN0035 will remain the same.

Any questions contact Rosalie Makarick, Procurement at 2-6022. Go to following site to view the purchasing memorandum <http://www.ogs.state.ny.us/purchase/fpa/document/CL576fpa.pdf>.

Presidential Mini-grants and Diversity Grants

Presidential mini-grants and Diversity grants when funded by state accounts must abide by the State's Procurement Guidelines and the University's Lapsing funds calendar. Before purchases can be made, you must fill out a Record of Authorized Signatures for Fiscal Transactions form. The

award recipient should be listed as the account manager and may choose any member of their support staff or project collaborators as delegates. Fill out the form and fax it to Mary Woodward at 2-6462. Please note that purchase requests should be made via hardcopy requisition or ereq **before** services are rendered and that individuals cannot reimburse themselves. Hard copy purchase requisitions can be obtained by contacting Maria Fernandez in Central Services at 2-6297. Ereq training can be arranged by contacting Mary Woodward at 2-9849.

If you will be using your mini-grant funds to hire students or temporary personnel you must contact the Payroll Office, as it is not a Procurement transaction.

If you intend on having a speaker you may pay them an honorarium using the Independent Contractor form which can also be obtained from Maria Fernandez in Central Services, 2-6297. The individual cannot be on the State payroll. Besides the curricula vitae and 20 questions form please include a flyer from your event. Please bear in mind that Independent Contractor's must also follow the Procurement Guidelines, therefore honorarium over \$2500.00 would have to show competition or proof of reasonableness of price. Also note that an honorarium is

taxable income whereas Travel is not. Therefore, if you submit an Independent Contractor form indicating both, the payment will be split and two checks will be issued. Please see the Travel section of the Procurement website for any Travel related questions. Once you have filled out the form and attached all of the back up please send the entire package to Julissa Fernandes in Payroll, Zip 0751. Payroll must review all honoraria before input by the Procurement Department.

If you will be ordering food for an event you should requisition for it ahead of time and not after the fact. Please visit the food section of the Procurement website to see the requirements associated with hospitality.

The Procurement Department is happy to serve you. Please contact Mary Woodward if you have any additional questions in this regard at 2-9849.

Printing Forms

Please discard any and all forms you may have in regards to ordering Stationery, Envelopes, Memo Pads and Business Cards. The current form to be used is now on the Procurement website at www.procurement.sunysb.edu Follow the directions on the form and mail **directly** to the vendor listed on the form. The Procurement Office no longer requires a copy of the form regarding your order.