



# Procurement News

September 2004

Stony Brook University  
Procurement Office

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## Cell Phones

There are currently three vendors on State Contract as follows:

1. **Cingular Wireless**  
State Contract #PS60453
2. **Nextel Communications** (See local sales rep. info. below)  
State Contract #PS60701
3. **Sprint PCS**  
State Contract #PS61130

All three of these contracts can be accessed by going to the Procurement Website at [www.procurement.stonybrook.edu](http://www.procurement.stonybrook.edu) Then follow the following links "For Employees", "Links" "Related Supplier Websites", "State Contracts", "Contracts" "Information Technology Contracts", "Telecom Contracts" and then Click on "Group #77008."

Our local Sales Representative for **Nextel** can also be contacted as follows:

**Joe Riley**, Ph: 516-229-5505  
Fax: 516-229-5508  
Email: [joe.n.riley@nextel.com](mailto:joe.n.riley@nextel.com)

### Please Note:

The current Verizon Wireless contract has expired. The new

contract is currently in the process of being audited by the Office of the State Comptroller. If you currently have an account with Verizon, your account will not be affected. Verizon has agreed to keep the same pricing, terms and conditions through the transition period until the new contract is approved. When the new contract is approved, we will provide you with the new contract number.

In the meantime, you can still contact our local Verizon Sales Representative as follows:

**Iona Davis**, Ph: 917-902-8494  
Fax: 631-752-4166  
Email: [iona.davis@VerizonWireless.com](mailto:iona.davis@VerizonWireless.com)

## Department Instructions

1. The end user department must determine what model phone(s) and what service(s) they want to have. They can do this by following the instructions on how to access the State Contracts listed above. The websites detail all the phones and options available under State Contract.

2. For State Funded Transactions: Submit two purchase requisitions

to Procurement. One for the purchase of the phone(s) (note: some phones are free of charge with the purchase of the service) and a second separate requisition for the service.

3. For RF or SBF Funded Transactions: Submit one purchase requisition to Procurement.

4. In order to continue the payment of your service each fiscal year, forward a purchase requisition to Procurement. Be sure to include your cell phone vendor customer account number on the requisition.

If you have any questions contact:

### **State Accounts:**

Laura Beck at 2-6229

### **Research Accounts:**

Pam Aberbach at 2-9308

### **Stony Brook Foundation:**

Joanne Joy 2-6046

## New Year Requisitions

As a reminder, in order for the Procurement office to facilitate your New Year orders it is requested that when submitting your New Year requisitions you provide a detailed description of either the services and/or

products being ordered. In addition, when ever possible, you should reference the preceding fiscal year purchase order number.

### **Deer Park Water Service**

Our new Deer Park Water Service for Main Campus, HSC and affiliated off-site departments is now in full operation. For the most part, the transition has been smooth. The Procurement Office is now in the process of setting up the billing procedure for this new water service. We will be paying all State Water Service from one master account and from one Main Campus Purchase Order. The Accounting Office will then journalize your monthly water charges to your designated account. Therefore, every department that uses State money to pay for this service must have a valid account number on file with Deer Park. Upon delivery of water in your office it is imperative that a department representative sign the delivery ticket.

We have received New Year State Requisitions from numerous departments for the new water service. To those departments that have not yet submitted requisitions for this service, simply email Judy Reese or Al DiVenuto with the following information: Department, Contact Person with telephone number and your State Account Number to be charged for the water service. **Do Not Submit a State Requisition to Procurement.**

We will be notifying our former water supplier, Culligan that all their water units and empty bottles must be picked up from the Campus by September 30th. If, after that date, you still have items belonging to Culligan, please notify Judy Reese in the Procurement Office at 2-6057.

### **Printing Services**

The Procurement Office has contracted with several vendors to handle your printing and copying needs.

#### **Camillus Business Forms:**

Camillus Business Forms is the contracted vendor for all West Campus University forms. 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](http://www.procurement.stonybrook.edu)

The new PO # for State and RF use only is 401321Q. 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 Procurement. The Account Manager at Camillus is Rob Tedd; he can be reached at 1-888- 740-0201.

### **FedEx Kinko's Document Center**

Located on site at SUNY Stony Brook University, Lower Level of the Melville Library  
Phone: 631-632-1831  
<http://psg.kinkos.com/sunysb/>

FedEx Kinko's has a complete set of solutions that will meet your needs. In addition to full-service color and black & white copying service, here are the major printing options available:

- Full-service color and black & white digital printing ideal for everything from high-quality brochures to professional-looking books.
- Color and black & white do-it-yourself Express copiers offering the same quality as our full-service copiers—great for those low-volume copying jobs you need in a hurry.
- Full-size copies of architectural and engineering designs, plus other oversize prints and reproductions.
- Black & white and color enlargements of photos, artwork, company logos and more up to 8 ½" x 11" or 11" x 17" on our copiers. Poster-size enlargements, banners and signs also are available.

Beyond the hundreds of various printing options you'll find at FedEx Kinko's, you'll find a host of binding and finishing options

that make it possible to create literally thousands of different types of documents to learn how to create everything from a simple one-page flyer to a full-color bound document with tabs—or something even more complex.

### **Document Creation**

Need a professional-looking document or sign—fast? Not sure how to make your vision of that document reality? Come to FedEx Kinko's! Our Document Creation Services help you produce professional-looking documents quickly and affordably. Whether you're creating brochures, newsletters, resumes or signs, our professional staff will work with you to create a layout for the high-impact communications materials you need. It doesn't take long. Typically, we'll have an initial layout to you in less than 24 hours.

For more information, order forms and price quotes call the Kinko's manager directly at 2-1831 for order

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

### **CF Group, Ltd:**

The new vendor for printing invitations w/matching envelopes is CF Group, Ltd, effective 8/12/04. They are located at 601 Old Willets Path, Hauppauge, NY 11788. The phone # is 631-234-5900 and fax # is 631-234-1819.

**Maryhaven:** The printing of business and appointment cards is under contract with Maryhaven. To place an order use form **SUSB 8000**. For questions related to this contract contact Kristine Fritz of Maryhaven at 631-231-7300.

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 @ 2-6433.

### **RESEARCH ACCOUNTS PAYABLE**

#### **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. The travel form cannot be used to reimburse Lecturer/Consultants, their travel expenses must be claimed on the Lecturer/Consultant form.

#### **Department Purchase Orders**

Departmental Purchase Orders are issued to be used in an emergency when the normal Procurement Process cannot be completed within a 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 are available to Project personnel for Field Expenses and payments to Human Subjects so that no out of pocket expenses are required. It is very important that the date the funds are needed is indicated on the requisition. These items 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. It is also necessary to include a telephone number where they can be reached. This will prevent any delay in obtaining needed information to process the payment.

### **Closeout of IDC Projects**

New IDC Projects have been established for the Fiscal Year July 1, 2004 - June 30, 2005.

All IDC projects on award 27760 termed June 30, 2004. The Procurement Office asks IDC Project Managers to review all outstanding transactions on this award so that stale dated

items residing in the system can be closed out. The new projects will then reflect a more accurate balance.

IDC funds are provided for departments for needed expenses. **Payments cannot be made for Holiday or personal parties, personal gifts or alcoholic beverages.**

All outstanding blanket orders should be closed and new Purchase Orders established for the current Fiscal Year.

We greatly appreciate your assistance in this matter. Contact the following people for questions concerning:

#### **Purchase Orders:**

Edith Koelln at 2-6068

#### **Accounts Payable:**

William LaCascia at 2-6001

### **Direct Payments to Vendors**

Departments can request direct payment to vendors by attaching an invoice to a Research Foundation requisition when no Purchase Order has been issued. Payment to Federal Express, UPS and Airborne Express memberships and subscriptions may be made via this method.

Due to audit requirements all payments \$10,000.00 and over must meet Procurement guidelines related to bids, state contracts and sole source justification. Please see the Procurement website for a detailed explanation. This applies to both Sponsored and IDC funded Projects.

### **Travel**

**Lodging Services:** For employees traveling on official State Business, the Office of General Services has negotiated special rates for several hotels located in New York and Washington, DC. Travelers must ask for the "New York State Government Rate" and a valid NYS ID must be presented upon check-in. A listing of the specific hotels, rates and contact information can be found on the following website:

[www.ogs.state.ny.us/travel/lodging.asp](http://www.ogs.state.ny.us/travel/lodging.asp)

New York State is also pleased to announce that they are now a member of Club Quarter Hotels, a group of full service hotels for the exclusive use of employees and guests of member organizations. Club Quarters offers user friendly services in a club like atmosphere. Members pay the lowest rates for a quality hotel room in a top location in a city center. NYS has negotiated below per diem rates for employees traveling on business or leisure. Reservations can be made by calling 212-575-0006 or online at [www.clubquarters.com](http://www.clubquarters.com) Password is NYS.

### **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 of Expense Authorization (SUSB 401C)
- 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.

### **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

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.

If an employee resigns within 12 months of the appointment start date, moving expense reimbursement must be repaid to the project.

(Business-related items such as lab equipment are not subject to this policy. These items are reimbursed as a standard vendor payment and must meet all audit requirements.)

To obtain the State forms or for additional information regarding both State and RF relocation guidelines please contact Rosalie Makarick at 2-6022.

### **2005 PER DIEM RATES AND MEAL ALLOWANCE SCHEDULE**

Please note that the **2005** domestic per diem rates are now available. All travel starting October 1, 2004 will follow the new 2005 per diem rates for lodging and meals for domestic travel. The new rate changes apply to both State and Research Foundation travel. The 2004 per diem rates will remain in effect through September 30, 2004. The new rates can be found on the following websites:  
<http://policyworks.gov/org/main/mt/hompage/mtt/perdiem/perd05d.html>  
or by visiting the Procurement website @ [www.procurement.sunysb.edu](http://www.procurement.sunysb.edu)