

# Procurement News

December 2004

**Stony Brook University  
Procurement Office**

volume 8 number 2

**“CONTRACT  
MANAGEMENT HOLDING  
YOUR CONTRACTORS  
RESPONSIBLE”**

In November, the Procurement Office solicited Campus departments via e-mail to evaluate any contractors you may have local service agreements with; we send out these evaluations twice a year. This is one way we can help you to determine whether or not the services you are receiving are acceptable. It also assists in making sure the Procurement Office is made aware of any problems so that we can facilitate in reaching a successful resolution. Service agreements need to be monitored very closely. Contractors must be held responsible for any failure/s in service provision and the only way that can be determined is if the using department makes itself aware of the vendor's performance on a continual basis. For instance, when Accounts Payable sends you contract invoices to approve for payment, you must be certain you know whether or not the services described on that invoice have been successfully performed and

are included in the scope of your service agreement.

If you are having a problem with a contractor, don't feel you need to wait for us to send you an official evaluation; call or e-mail us at any time regarding your local service contract(s). We need to be kept informed of problems on a continual basis in order to have documentation on file if there should be a need to terminate a contract or disqualify a vendor when bidding your services in the future. However, please keep in mind we would also like to know when a contractor is doing a good job, positive comments are welcome.

Contact the Procurement Contracts Section if you should need assistance of any kind regarding your local service agreement. A list of local service contracts and the Procurement Contracts Officer who handles each one is available on our website at [www.stonybrook.edu/procurement](http://www.stonybrook.edu/procurement).

**New York State  
Citibank/Visa Procurement  
Card Update**

Stony Brook is now using the NYS Citibank/Visa

Procurement Card. The program began with cards being issued to staff members who were previously enrolled in the NYS/AMEX Procurement Card program; training updates and card distribution took place during September and October. The Campus is currently working with SUNY Systems Administration in Albany to assure that the AEPC system successfully posts all of the journal transfers to departmental accounts, now that the cardholders have certified their first billing cycle.

The open enrollment of new cardholders is anticipated to begin in January 2005. There will be cardholder training sessions that new applicants will be required to attend before they are issued a card. Procurement will post the details of the open enrollment/training on the weekly Campus Announcements.

**Highlights of the NYS  
Citibank Visa Procurement  
Card**

Agreement between NYS  
and Citibank.

- Card is issued to individual.
- Supervisor approval required.
- Applicant must attend training.
- Cardholder will access monthly statement via Citidirect website.
- Cardholder required to certify their monthly card activity via SUNY-AEPC online system and forward statement and receipts to P-card Coordinator.
- All charges subject to audit by New York State Comptroller's Office.
- Used for goods and services for official University business.
- **No travel, entertainment, restaurants, hotels, car rentals, gasoline, gift certificates, or personal charges can be placed on this card.**
- Transaction limit is \$2,500.
- All purchases must be in accordance with NYS/SUNY P-card guidelines.
- Charges will appear on State AES report.
- Used with State funds only.

**Contact: Maryann Dolan  
632-6017**

## Purchasing

### **Alternative Fuel Vehicle**

**Purchases:** In order to comply with the Governor's Executive Order 111 and EPACT (DOE) requirements, we must purchase vehicles that use alternative fuels. It has been decided short term to standardize on biodiesel as the fuel source. The Transportation's fleet maintenance group needs to review and approve the type of vehicle, the fuel source and the make of the vehicle. There are a variety of biodiesel vehicles on New York State Contract for purchase. You may access the information at:

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

The OGS group number is 40401; award number is 19256-EE. For questions regarding this guideline, please contact Terence Harrigan at 2-1945 or Joanne Joy at 2-6046.

**Carpet Purchases:** To ensure that you receive quality service and best price when you need carpeting, please call or email Lynn Patterson at 2-4154, [lynn.patterson@stonybrook.edu](mailto:lynn.patterson@stonybrook.edu) The New York State Contract has a large collection of carpets for you to choose from; you may come to the Procurement Office and see the extensive carpet library at your convenience. Please contact Lynn to make arrangements to have your office measured by one of the State Contract installers.

**Home Depot:** Departments that utilize Home Depot on a continuous basis should request commercial account

buyer identification cards through Procurement by contacting Christine Wilson at 2-6433. Your department will then be set up as a child account under Stony Brook University. These cards will be in an individual's name and tied to a State default account. You may also have an account manager granted on-line access to Home Depot to monitor the use of the account. All purchases for the month will be processed for payment on one voucher, debiting the default account. All orders are to be processed through the South Setauket store. All orders are tax exempt and will be given a 1% discount. Our contact at Home Depot is Chuck Abate he can be reached at:  
Phone: 631-580-8780  
Fax: 631-580-8782

### **VERIZON WIRELESS - Helpful Phone Numbers, Contacts and Information:**

#### **Our local Verizon Wireless Sales Representative is:**

David Pagan  
Ph: 631-495-1353  
Fax: 973-971-3016  
Email:  
[david.pagan1@VerizonWireless.com](mailto:david.pagan1@VerizonWireless.com)

David can be contacted for questions involving rate information, plans, and upgrades to plans, repairs and new phones.

### **For questions involving billing issues or account information:**

Christopher Golato, Business Support Government Rep. on the State Team  
Ph: 800-218-8161  
If you have any questions, please call Laura Beck in Procurement @ 2-6229.

### **RESEARCH ACCOUNTS PAYABLE REMINDERS**

**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 any 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 to 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 due to time constraints. It is the responsibility of the Department to submit the completed documentation immediately; otherwise this privilege may be revoked. 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 Recipient's 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. This will prevent any delay in obtaining needed information to process the payment.

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

**Blanket Orders:** All old Fiscal Year outstanding blanket orders over a year old should be closed and new Purchase Orders established for the current Fiscal Year. We greatly appreciate your assistance in this matter.

**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. Due to audit requirements we can only make payments against invoices, not vendor statements or packing slips.

Payment to Federal Express, UPS and Airborne Express, along with membership fees 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

**Enterprise Car Rental, Out of State:** Enterprise Rent-A-Car, the state-contracted vendor, now offers discounted rates on rentals **outside of New York State.** This agreement covers rental in the 49 U.S. States and Canada (does not include NY). Flat rates are available at all Enterprise locations out of state. Additional taxes may apply at all locations. Also, 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 so travelers should decline the extra insurance when renting from this contract.

When booking **outside** New York State and Canada, the corporate account number# **NA24NYS** must be given. These rates can be booked by the NY State contracted travel agents, by calling

Enterprise at 1-800-rent-a-car or by visiting [www.enterprise.com](http://www.enterprise.com) and entering company name or PIN: **STA.**

**In State:** The current contract we have with Enterprise for all rentals **inside NYS** will remain the same. At time of booking, the corporate account # **JN0035** must be given.

Enterprise Rent-A-Car requires the following documents when renting a vehicle in NYS and using a **personal** credit card as the form of payment. Renters must have the following: A New York State Tax Exempt form, AC-946, when renting a vehicle in-state. This form is available at: <http://www.osc.state.ny.us/agencies/ac946.pdf>

A letter of authorization signed by the traveler's supervisor on state agency letterhead advising that the traveler is renting for NY State business purposes only. Also, please include the dates of the rental in the letter.

**Budget Rent A Car:** New York State has entered into an agreement with Budget Rent a **Car for car rentals outside New York State only.** This agreement provides passenger vehicle rental services for all New York State employees **when renting vehicles outside New York State.** Rental pricing includes Loss Damage Waiver (LDW) insurance and unlimited mileage. Reservations can be

made by calling Budget at 800-527-0700 or by visiting their website at

[www.budget.com](http://www.budget.com)

When booking, the Budget Corporate Discount (BCD) code of **X930900** must be given. Reservations can also be made through Austin Travel, a State contracted travel agency.

If renting from a non-contracted vendor either in or out of state, Loss Damage Waiver (LDW) should be purchased and will be reimbursed. No other insurance will be reimbursed.

### 2005 PER DIEM RATES AND MEAL ALLOWANCE SCHEDULE

All travel that started on October 1, 2004 will follow the 2005 per diem rates for lodging and meals for domestic travel. The new rate changes apply to both State and Research Foundation travel. The new rates can be found on the following website:

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>

or by visiting the Procurement website @

[www.procurement.sunysb.edu](http://www.procurement.sunysb.edu) click on For Employees, Travel, and Travel Links.

### **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.

### **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.

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, and will be reimbursed as a standard vendor payment and must meet all audit requirements.)

Also, as a reminder if traveling on University business via air, please be sure to confirm all flights directly with the airlines at least 24 hours prior to flight departure.

For additional information please call Rosalie Makarick at 2-6022 or email [rosalie.makarick@stonybrook](mailto:rosalie.makarick@stonybrook) .