

Main Campus State Lapsing Funds

As we approach the end of fiscal year 04/05, please be aware of the following important dates:

3/18 Last day to submit all contract items regardless of \$ amount with a lead time requirement between 60-90 days and an expected delivery date no later than **7/15/05**, all services must be completed by 6/30/05.

3/25 Last day to submit all **non-contracts** (which will require bidding) **items** between \$20K and \$50K with a lead time requirement between 30–45 days and an expected delivery date no later than **7/15/05**, all **services** must be completed by 6/30/05.

4/15 Last day to submit all contract items regardless of \$ amount with a lead time requirement no greater than 60 days and an expected delivery date no later than

7/15/05, all services must be completed by 6/30/05.

4/29 Last day to submit all contract items regardless of \$ amount with a lead time requirement between 30 and 45 days and an expected delivery date no later than **7/15/05**, all services must be completed by 6/30/05.

5/6 Last day to submit all items \$5k to \$20k with an expected delivery date no later than **7/15/05**, all services must be completed by 6/30/05.

5/20 Last day to submit requisitions to Procurement for all items under \$5K with an expected delivery date no later than **7/15/05**, all services must be completed by 6/30/05. **No exceptions.**

Coming soon the full official Lapsing Funds calendar will be posted to the Procurement website. Departments should also begin to start reviewing their open encumbrances by

using the SUNY accounting system's SUIQ function.

FedEx Kinko's

Attention FedEx Kinko's Users: We are conducting a survey to evaluate the products and services being provided to the Campus Community by FedEx Kinko's. Please take a few minutes to complete and return the form to the Procurement Office via mail or e-mail at the addresses provided in the survey no later than **March 15, 2005**. Please click on the link below to print and complete the form.

http://www.stonybrook.edu/procurement/data/Kinkos_SUNYSB_Survey.pdf

STATE PURCHASING

HRH / REMI Equipment Maintenance Program

All departments who have equipment on this program please be advised that we

will be phasing out the **HRH/REMI** equipment maintenance program on 6/30/05, the end of this fiscal year. We will be returning back to direct service vendor agreements starting on July 1, 2005 (fiscal year 05/06). We are in the process of negotiating full service maintenance contracts to include all labor, parts, supplies, service, drums and cost per copies with the vendors that are currently servicing your equipment.

No action by you needs to be taken at this point.

You will be informed via email to verify that you still have the same equipment. Then prior to the new fiscal year (July 1, 2005) we will email you again informing you as to what your costs will be based on our negotiations and will request a purchase requisition at that time.

A subsequent article will be included in the next Procurement News with updates.

If you have any questions in the meantime, please contact Laura Beck at 2-6229 or by email laura.beck@stonybrook.edu

Executive Order # 134

Executive Order # 134 directs all State agencies to procure and use cleaning products having properties that minimize potential impacts to human health and the environment consistent with the maintenance of the effectiveness of these products for the protection of public health and safety. The Procurement Office is working to identify "green" cleaning products for use on campus. At this time, there are several products that are available from OGS Contracts, please visit: www.ogs.state.ny.us/purchase For information about green cleaning products available from the New York State Industries for the Disabled (NYSID) please visit: <http://www.nysid.org> . For information about green cleaning products available from the Industries for the Blind of New York State, Inc. (IBNYS) please visit: <http://www.ibnys.org> . For information about green cleaning products available from the Division of Industries (Corcraft) please visit: <http://www.corcraft.org> .

Corning, Costar or Pyrex Products

As of April 25, 2005, VWR International, a New York State contract vendor, will no longer be authorized to

distribute Corning, Costar or PYREX products (including equipment). You may still purchase these brands at special pricing from Fisher Scientific, another New York State contract vendor. We have also authorized Corning to extend this special pricing to state contract vendor Thomas Scientific.

Moving Services

Departments requiring moving services for Campus projects should contact Kevin Rooney in the Procurement Office at 2-6044 to discuss the scope and time line of the proposed move. Available options to obtain service include, but are not limited to; OGS Back- Drop and Local Contracts. To ensure services are provided in a timely fashion, purchase requisitions need to be forwarded to the Procurement Office, attention Kevin Rooney, with required back up attached.

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.** In order to correctly code recipients for tax purposes, we will also need a completed W-9 form. This form can be obtained from the Procurement Office.

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.

FPS Participant Travel
We have been advised that Participant Stipends recipients who also receive travel reimbursements under the above expenditure category will have both payments treated as reportable income. In the case of U.S. Citizens and Resident Aliens, Form 1099 will be issued at year's end reflecting this. Payments to Non-Resident Aliens

will be reported on Form 1042S, and are subject to the withholding rate of 30%.

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.

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 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.** 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 outstanding blanket orders over a year old should be closed, and new Purchase Orders established for the current Fiscal Year.

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 for membership fees, subscriptions and freight payments to Federal Express, UPS, Airborne Express, 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.

Reimbursements

Reimbursements to individuals for departmental expenses can be submitted on the Research Foundation requisition form. Original, itemized receipts must be attached. Tax and liquor will not be reimbursed.

Property Control

There are many questions about Surplus Equipment and what can be done with it. If the equipment is working we have to follow the State University Construction Fund (SUCF) guidelines. Please visit our Webpage:

http://stonybrook.edu/procurement/propertycontrol/surplus_property.shtml

Travel

2005 IRS Mileage Rate

As of January 1, 2005, the IRS rate for personal car mileage rate has been increased to 40.5 cents per mile for the calendar year 2005. The 3-cent increase is due to higher prices for vehicles and fuel during the year. The new rate applies to both State and Research Foundation travel.

Enterprise Rent-A-Car and personal credit cards

To prevent paying Sales Tax when renting a vehicle in New York State when using a personal credit card or cash for payment, Enterprise requires that all employees present a tax exempt form and letter of authorization for business related travel. The Letter of Authorization should state the dates of the rental period and that the purpose of travel. The letter must be on official Stony Brook letterhead and signed by the traveler's supervisor.

A tax exempt certificate appropriate to the funding source State or RF should be used:

State: A New York State Tax Exempt form, AC 946.

This form is available at:
<http://www.osc.state.ny.us/agencies/ac946.pdf>

Research Foundation: An Exempt Purchase Certificate ST-119-1.

This form is available by calling the Procurement/Travel @ 2-6022.

Since Enterprise is under contract with the New York State, it is not necessary to purchase loss damage waiver (LDW) or additional insurance when renting a vehicle for Business related travel, as this coverage is

included in the cost of the rental.

When booking from Enterprise **inside NYS** give corporate account #JN0035 and PIN: NYS.

Enterprise Car Rental Out of State

Enterprise Rent-A-Car offers discounted rates on rentals **outside of NYS**. This agreement covers rental in the 49 US 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 NYS** and Canada, the corporate account number **NA24NYS** must be given. These rates can be booked by the NYS contracted travel agents, by calling Enterprise at (800) RENT-A-CAR or by visiting: www.enterprise.com and entering the company name or PIN: **STA**.

Travel Reminders

In order to avoid a delay of travel expense reimbursement, here are some reminders for both State and Research travel according to audit requirements.

Submit **original voucher/receipts and documentation** such as a hotel bill with itemized breakdown of charges and an AC160 (statement of automobile travel) signed by the traveler.

When your lodging exceeds the federal per diem rate for either domestic or foreign travel, you should submit an over the maximum justification explaining why you stayed at a particular hotel (e.g. conference hotel or site). The hotel rate will automatically be adjusted to the government rate if the justification is not submitted with the voucher.

Lodging location should be identified when only claiming meals.

When traveling with a coworker on either State or RF funds, **each** traveler must claim his own lodging, meals and registration fees.

Attach a program/brochure indicating conference dates, location and daily schedule or agenda.

Submit a **car rental** receipt (rental agreement). A justification is required when lodging is at conference site. Taxes in N.Y.S are **not** reimbursable. LDW may be purchased if renting from a non-contract vendor. (Enterprise is a service provider both within New York State and out of state. Budget is under contract for out of state rentals only.)

Business call justification: Document purpose, telephone number and party called. (For research funded travel **only**, a traveler is allowed **one** personal call per day not to exceed \$5.00).

Registration fees require the registration form and one of the following: canceled check, copy of charge statement, or confirmation from the conference event indicating the dollar amount paid.

Telephone number where a contact person can be reached and the person's first and last name so that they can be reached via email.

When submitting an airline ticket purchased online, the traveler should include the itinerary and receipt as proof of payment.