



# Procurement News

June 2005

Stony Brook University  
Procurement Office

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## State Lapsing Funds

The last date to receive items to be paid against fiscal year 04/05 is Friday, July 15, 2005. The entire lapsing funds calendar is posted on the Procurement website at:

[www.procurement.stonybrook.edu](http://www.procurement.stonybrook.edu)

To assist us in receiving all outstanding orders prior to July 15, please reply as quickly as possible to expediting reports sent to you by JoAnn Sandford. 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 04/05 encumbrances to determine which ones 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 04/05 encumbrance that needs to be re-encumbered in the new fiscal year 05/06 will require the submission of a new requisition.

## State Blanket Orders

New fiscal 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 your prior year's expenditures when estimating blanket encumbrances. These requisitions must have detailed specifications of items to be purchased. 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 must be advertised in the NYS Contract Reporter and in most cases require the preparation of a sealed bid.

## Be Aware of Telephone Solicitations

The number of misleading **Scam**

solicitations from vendors is ever increasing. Most often such solicitations are directed to non-purchasing personnel and end up costing the University far more than purchases made from contract or in the local marketplace. Solicitors often use ploys similar to the following to secure "verbal orders".

- "I represent (well known Co.) and need the manufacturer of the printers/copiers used in your office" This knowledge could enable an unscrupulous vendor to later appear to be a legitimate manufacturer's representative when soliciting an order for supplies.
- "Order now before the price goes up!" Prices are usually quite high to begin with.
- "An order will help our Agency unload unwanted inventory." The name sounds like a government agency.
- "We had a misdirected shipment to your area. If you take it off our hands, we can give you a reduced price."

Shipments most often originate directly from company's warehouse. If product has already been received as a result of such misleading telephone solicitations, no payment should be made to the vendor. The vendor should be advised that any unused portion can be returned at the vendor's expense. If contacted by such a vendor, please notify the Procurement Office.

#### **Radioactive Materials**

All radioactive materials orders require the prior approval of Environmental Health and Safety Radiation Protective Services (Ed O'Connell 2-9674). Radioactive orders received after 4:00 pm will be processed the next business day.

When placing orders related to radioactive material, the following procedures are required:

1. Requisition arrives in Procurement from GMO (Grants Management Office) when it is Research,

directly from dept. when it is State. Each requisition must indicate the inventory on hand and waste of the isotope being ordered.

2. Procurement Buyer will e-mail the requisition to both Edward O'Connell, and Hannah Goodman, for RPS approval and copy Janet Rienzo-Stack.
3. Once the requisition has RPS approval, the buyer will be notified via e-mail.
4. Order will be placed by Buyer.
5. All approvals will be filed in a "Radioactive Approval" Lotus Notes Folder maintained in Procurement.
6. University personnel are not authorized to call a vendor directly to place or add to an order. If additional materials are needed a new requisition must be submitted and the above process followed.

**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. In June we will email you informing you as to what your costs will be based on our negotiations and will request a purchase requisition at that time.

If you have any questions, please contact Laura Beck at 2-6229 or by email [laura.beck@stonybrook.edu](mailto:laura.beck@stonybrook.edu)

**Research Accounts  
Payable**

**2004 IDC Close Out**

New IDC projects are currently being established for the Fiscal Year July 1, 2005-June 30, 2006. The establishment of new IDC projects each year ensures that expenditures are recorded in the proper fiscal year. This process will also expedite a review of the project to allow close out of all stale dated items residing in the system. We greatly appreciate your assistance in this process.

For IDC projects terming June 30, 2005 the last day to submit non-emergency Purchase Orders will be June 17, 2005

The Procurement Office requests IDC Project Managers to have the appropriate personnel review all outstanding transactions so that projects can be closed out in a timely manner. This will also ensure that the new projects will reflect a more accurate balance. We will work with departments to:

- carry forward any specialized and recently issued Purchase Orders with future commitments
- disencumber excess balances left on open Purchase Orders so they can be transferred to the new project
- encumber new Purchase Orders against these newly established IDC projects.

The Procurement Office is working to ensure the resolution of outstanding items and help provide a smooth transition to the establishment of the new IDC projects.

**Direct any questions concerning:**

- **Purchase Orders:**  
**Edith Koelln 2-6068**
- **Accounts Payable:**  
**Bill LaCascia 2-6001**
- **Allocations:**  
**Esther Miller 2-9025**

Managers of IDC projects will be notified of their new IDC award/project numbers by the Office of Sponsored Programs. Projects receiving annual

allocations will be available for expenditure on July 1, 2005 in anticipation of the New Year allocation.

### **Departmental Purchase Orders**

Project Personnel using Departmental Purchase Orders must submit their paperwork immediately once the goods have been ordered from the vendor. Notify Accounts Payable of any changes or cancellations of the original order. Please note that Departmental Purchase Orders are subject to the restrictions printed on the order, and are each limited to one time use.

### **Requisitions**

All requisitions submitted for payment must contain the first and last name of a contact person who can be notified via e-mail of any missing items or clarification to complete the payment process. All requisitions submitted for reimbursement must contain itemized bills and original receipts.

### **Cash Advances**

When requesting a Cash Advance please indicate the date that funds are needed, and if the check should be returned to campus or mailed to the recipient's home address.

### **Participant Stipends**

**All required fields must be completed** in order for Stipend payments to be processed. Due to the fact that these payments are reportable, correct information regarding the Participant's Social Security number and tax status must be indicated. We are mandated to withhold 30% of all payments to Non-Resident Aliens. Forms missing this information will be returned to the department.

Other important items that will ensure that these payments are processed correctly are:

- Required Date of Payment.
- If multiple payments, amount & date of each payment.
- Payment to be returned to campus, or mailed directly to Participant.

### **Travel**

#### **UUP/Individual Development Award Recipients**

In order to be reimbursed for your expenses associated with your award; you must follow State travel policy in compliance with the Office of the State Comptroller as follows: complete a Standard Voucher (AC 92), attach original receipts / documentation, include the award letter and submit the completed package to Rosalie Makarick, Procurement/Travel, Library Z6000. All vouchers must be received by the Travel Office, by C.O.B. July 29, 2005. Vouchers received after this date will not be paid.

#### **Central Travel Account (CTA)**

In order to use the State CTA account to purchase airline/rail tickets from Austin Travel for business-related travel, you can only use a state account to bill the University directly. When using Research Foundation funds, user

should prepare a RF requisition, referencing quote and submit it to the Office of Grants Management for approval. (If you intend to purchase your airline tickets from Austin Travel using Stony Brook Foundation funds, you must submit a SBF purchase requisition to the Procurement Office; the CTA program will not accept SBF funding.)

### **Lodging Services**

For employees traveling on official State business, the Office of General Services has recently introduced new and updated agreements with various hotels in NY State and in Washington, DC. Travelers must ask for the "New York State Government Rate" and a valid NYS ID must be presented upon check-in. These rates are below the current lodging per diem for that area. A listing of the specific hotels, rates and contact information can be found on the website:

<http://www.ogs.state.ny.us/travel/contractlodging.html>

### **NYS Contracted Car Rental Agencies**

#### **Enterprise Rent-A-Car (within New York State)**

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 must 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 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 must 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 Travel Office @ 2-6022.

Since Enterprise is under contract with New York State, it is not necessary to purchase loss damage waiver (LDW) or additional insurance when renting a vehicle, as this coverage is included in the cost of the rental.

When booking for all Enterprise car rentals **inside NYS** give corporate account # **JN0035** and PIN: **NYS**.

#### **Enterprise Rent-A-Car (Out of State)**

Enterprise Rent a Car offers discounted rates on rentals **outside of New York State**. 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** New York State and Canada, the corporate account # **NA24NYS** must be given. These rates can be booked by the NY State contracted travel agents, by calling Enterprise at 800(Rent-A-CAR) or by visiting **www.enterprise.com** and entering company name or PIN: **STA**.

**Budget Rent-A-Car**  
This agreement between NYS and Budget 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.

It is recommended that renters purchase damage waiver protection for all **non-contract rentals**. All rentals (both contract and non-contract) should be made in the name of the State of New York with the traveler acting as agent for the State.

**AUSTIN TRAVEL**  
**THE GIVE BACK**  
**PROGRAM**

The Procurement Office is pleased to announce a new Travel Program sponsored by Austin Travel that will help raise scholarship funds for Stony Brook University.

Known as the **GIVE BACK Program**, Austin Travel will donate 1% of the costs of every vacation trip booked by the students/faculty/employees/alumni of Stony Brook University. Austin Travel will also contribute \$2 per airline ticket issued for vacation travel.

Travelers who participate in the **GIVE BACK Program** will receive a host of services and amenities including one

way limousine transfer to the airport for every motor coach tour booked that is seven nights or longer; a complimentary bottle of wine with each cruise; electronic newsletters with privileged access to last minute reduced rate travel specials; and special discounts on the Shuttle to Boston and Washington, D.C.

All you need to do is to mention the **Give Back Program** and **code # 1149** when you speak to an Austin Travel Specialist at (631) 632-7799 or stop in and see them at the campus location (Melville Library Plaza). If you prefer to shop online, visit <http://www.austinvacations.com/index.php> and make your booking count.