



# Procurement News

December 2005

Stony Brook University  
Procurement Office

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## CELL PHONE ORDERS CONTACT INFORMATION:

Do you have questions concerning models, plans or prices? Please contact either **Verizon Wireless** or **Nextel/Sprint**.

### Verizon Wireless Contact:

John Miccio  
PH: 917-710-6163  
FAX: 973-971-3015  
EMAIL: [john.miccio@verizonwireless.com](mailto:john.miccio@verizonwireless.com)

Make sure to reference State contract #PS61217.

### Nextel/Sprint Contact:

Ordering has been made even easier, purchases can be made by using your p-card!!!

Just contact and go to our local Nextel retail store on Rt. 347 (near J&R's Steak House)

**NEXTEL ON 347**  
1320 Stony Brook Road Suite 110  
Stony Brook, NY 11790  
PH: 631-751-8383  
FAX: 631-246-8884  
EMAIL:  
[Shelly@Nextel347.com](mailto:Shelly@Nextel347.com)

You will be guaranteed the State Contract pricing under State Contract # PS60701.

You can speak with Shelly Bhumitra, Bala, John or Landell, they will be glad to assist you.

### NEED A BUS?

Are you planning a departmental trip and need a bus, Procurement has set up contracts and arrangements to help you get where you want to go!

To make your arrangements, contact the Transportation department, Campus Bus at 2-6424 and they will be happy to help you arrange your trip and will inform you on what paperwork you need to submit.

If you have any questions concerning buses or cell phone orders, please feel free to contact Laura Beck in Contracts Procurement at 2-6229.

### Express Mail/Courier Services

In response to the numerous complaints regarding

service issues concerning the various express mail/courier services currently under contract with New York State through the Office of General Services (OGS). This note is to inform and remind the Campus Community that they are not bound to use the services of any one provider and that they should continue to forward any service issues to the Procurement Office who will address them with OGS and the provider.

### Faculty/Staff Expense Reimbursements

Stony Brook University, University Hospital, Long Island State Veterans Home, Stony Brook Foundation and all other University affiliated faculty and staff are reminded that requests for expense reimbursements must be made only on their own behalf. Third-party reimbursements (i.e. reimbursement requests

submitted by an employee for expenses paid **by or for** another faculty/staff member) will not be accepted.

### **Personal Purchases and Requests for Service(s)**

Employees of Stony Brook University, University Hospital, the Long Island State Veterans Home and any other University affiliated offices or departments are prohibited from using their status as faculty, staff, or student to make personal purchases or obtain services in the name of the University or any of its affiliates. Departments are reminded that all vendor purchases and service requests require the submission of an official purchase order by the Procurement Office on behalf of the University and its affiliates.

### **Independent Contractor Policies**

#### **State Procedure for Securing an Independent Contractor for Services over \$2500.00**

Before a department secures the services of an Independent Contractor preliminary approval should be obtained by HRS before work commences. The intent and a description of what the work will entail should be sent to Julissa Fernandez in conjunction with a Curriculum Vitale or

resume and the IRS 20 factors "Common Law Test". If HRS has pre-approved the worker and the services required are over \$5000, the department should then send a requisition over to Procurement to secure funds. A letter of offer may be sent to the Independent Contractor indicating that it is not binding unless counter signed by the Director of Procurement, James Fabian. The Letter of Offer signed by the Independent Contractor should then be sent to Jim Fabian for signature. Once dept receives back a signed letter, it should be attached to the I/C with all other supporting documentation and sent over to HRS for final signature. Indicate the requisition number on the I/C form so that paperwork can be coordinated in Procurement. **Please keep in mind that all Independent Contractor Services over \$2,500 require justification for selection and a written indication from the vendor that the price is fair and reasonable, the same as would be charged to any other educational or government institution and includes all educational discounts.** Independent Contractor Services less than \$5,000.00 do not require a requisition.

### **RF Independent Contractors/Lecturer Services**

RF follows the procedures outlined in EPSS when engaging Independent Contractor Lecturers. These procedures are available through ORACLE for those with security access to the Research Foundation on-line system. All others may request a copy of this policy by contacting the Procurement Office.

Although procedures do not require it, the standard independent contractor form that is signed notifies the worker of their status as an independent contractor. A person cannot have a simultaneous employee and independent contractor relationship with the Research Foundation. The IRS "categories of evidence" and the twenty-factor "Common Law Test" can be used to classify workers.

If the services are less than \$10,000.00 this form can also serve as a procurement instrument. Over \$10,000.00 requires a formal agreement which on sponsored accounts is signed by the contractor and Grants Management or in some cases Sponsored Programs. Formal contracts on IDC accounts are signed by the Procurement Department.

If the worker is providing an incidental service, (such as a lecture) and services are provided outside US locations, the person can be engaged without meeting documentation requirements.

Honoraria Policy is also available on-line to those individuals with security access. Hard copies can be obtained by contacting the Procurement Office. This policy provides for payment to a lecturer or speaker when the engagement is not extensive. The RF Independent Contractor/Lecturer Form is used as the instrument of payment, and must contain required signatures. SUNY policy limits Honoraria payments to visiting SUNY academics to \$100.00 a day plus expenses.

The RF Independent Contractor/Lecturer Services Form PROC0012 (09/06) is located on the Procurement website.

All requests for these forms of services and payments for US Citizens, Resident Aliens and Non-Resident Aliens performing work abroad come directly to the Procurement Office.

**The only RF items reviewed by Human Resources are requests for payments to Non-Resident Aliens performing services**

**in the US or being reimbursed for travel expenses.**

**Research Accounts Payable Reminders**

- Citizen status **must** be indicated on all Independent Contractor/Lecturer and Participant Stipend Forms. Failure to do so will delay the payment process.
- Requisitions must include a contact person's first and last name.
- Itemized bills must accompany all requests for personal reimbursements.
- Holiday Parties, personal gifts and alcohol **cannot be paid** from IDC accounts.
- Payments to carriers, such as Federal Express and DHL must include the total bill.
- Cash Advance requests on sponsored awards must be sent to the Office of Grants Management first for approval.
- Please notify Research Accounts Payable when canceling a Departmental Purchase.

**Enterprise: New Car Rental Contract**

A new Passenger Vehicle rental contract with Enterprise-Rent-A-Car has been released. This contract

with Enterprise is valid for all rentals within New York State and the United States. There is one major difference in the contract. **Due to a change in the New York State General Business Law, insurance is not automatically included in the rental rates.**

**The Office of General Services recommends that travelers purchase the damage waiver protection (sometimes referred to as CDW or LDW insurance from Enterprise).** If you do not purchase CDW/LDW, the renter (agency) is responsible for damages to the rental vehicle and should notify their agency immediately to file a claim.

When booking with Enterprise, **the Stony Brook corporate code JN0645 must be given** to receive contract rates. These rates can be booked by calling the individual branch or toll-free number at 1-800-736-8222 or by visiting [www.enterprise.com](http://www.enterprise.com) and entering the Stony Brook PIN: **STO**.

Depending on the funding source, the traveler should rent in the name of New York State or Research Foundation and sign as agent of the State or RF. This ensures that the traveler and State or Research Foundation are

properly covered and eliminates any confusion regarding liability for coverage in the event of a claim.

For rentals within New York State, the traveler must submit proof of tax exempt status and a letter of authorization signed by the traveler's supervisor on agency letterhead advising that the traveler is renting for business purposes only. The dates of the rental should also be included.

Depending on the funding source, the renter must present the following:

**State:** AC-946 Tax Exemption Certificate. This form is available at: <http://www.osc.state.ny.us/agencies/ac946.pdf>

**Research Foundation:** ST 119.1 Sales Tax Exemption Certificate available by calling the Procurement/Travel Office at 2-6022.

### **Non-Reimbursable Costs**

According to State and Research Foundation travel guidelines, only LDW (Loss Damage Waiver) or CDW (Collision Damage Waiver) is reimbursable when traveling on business.

Any other type of insurance including PAI (Personal Accident Insurance) will not be reimbursed when renting a car from either a

contract or non-contract car rental agency.

### **2005 IRS MILEAGE RATE UPDATE**

The IRS has made a special adjustment to the mileage rate for the final four months of 2005. Effective September 1, 2005, the rate has been increased to 48.5 cents a mile for all business miles driven between September 1 and December 31, 2005. The new mileage rate applies to both State and Research Foundation travel.

### **2006 Per Diem Rates and Meal Allowance Schedule**

Please note that all State, Research Foundation and Stony Brook Foundation travel starting October 1, 2005 will follow the new 2006 Per Diem Rates for lodging and meals for domestic travel. The Meal Allowance Breakdown schedule has also been updated and goes into effect on October 1, 2005. The new rates can be found on the Procurement website: [www.procurement.sunysb.edu](http://www.procurement.sunysb.edu) click on For Employees, Travel, Travel Links then click on Per Diem Travel Rates and or Meal Allowance Breakdown.

### **Austin Travel: GIVE BACK Program**

Austin Travel has developed a new Travel Program for vacation travel

that will help raise scholarship funds for Stony Brook.

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 first 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 by to see them at the campus location (Melville Library Plaza).

If you prefer to shop online, visit [Austin Travel Online](#) and make your booking count.