



Procurement News

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Stony Brook University
Procurement Office

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STATE PURCHASING

As we begin the 4th quarter of fiscal year **2005/2006** campus departments should be in the process of reviewing FY 05/06 encumbrances using the SUNY accounting system's SUIQ function to determine which ones are no longer needed and therefore should be disencumbered. To request a disencumbrance of funds please send an e-mail to the appropriate buyer in the Procurement Office.

In an effort to serve you more efficiently, the Procurement Office would like to make the following suggestions regarding your annual requirements:

- All estimated encumbrance orders should be submitted to the Procurement Office as soon as possible. These requisitions should reflect your projected usage for the upcoming fiscal year. You **will not** be required to fund these requisitions at this time. Your early submission will allow Procurement to provide your department with no interruption in service during the fiscal changeover.
- Departments should not submit multiple requisitions to the same vendor for the same items through out the fiscal year. This is a violation of the NYS Finance Law. Based on your usage, the Procurement Office will determine the best method to process your request in compliance with the NYS Finance Law.
- All requests for blanket Purchase Order encumbrances must include a justification of goods being purchased or services being provided.

CONTRACT STATUS MONITOR

The Procurement Department has developed a Lotus Notes based system (Contract Status Monitor, or CSM) available for you to access and view the status of your requests for *local service contract* transactions anticipated to exceed \$20,000. All requests for services exceeding this amount will need a purchase requisition in order to begin the procurement process; the transaction is tracked *via the requisition number*.

Not only will you be able to view your transactions whenever you wish, the system will automatically send you e-mails advising of the most recent milestone completed and/or remind you when a response is needed to a request for additional information. Currently, only authorized requisition account signatories are designated to receive access to the system and email notices. Campus-wide announcements regarding training on the CSM for departments will be forthcoming shortly.

NEW PROCUREMENT LOBBYING LAW

Effective January 1, 2006, amended State Finance Law 139-j and 139-k, restricts communications between a potential vendor or a person acting on behalf of the vendor, including lobbyist, to communicate with the officers and employees of the procuring agency designated in each solicitation to receive such communications. The law also prohibits communication (a "Contact") which a reasonable person would infer as an attempt to unduly influence the award, denial or amendment of a contract.

These restrictions apply to a single procurement in excess of \$15,000 during the "restricted period". For end users, this means that once a using department sends a request for services and/or materials that will exceed \$15,000 to Procurement for processing, no one is to communicate with any potential vendor, or a person acting on behalf of the vendor, including lobbyist, except the Procurement Office ("Designated Contact"); **all contacts of this nature must be immediately referred and transferred to the Procurement Office for response.**

USING SBU FACILITIES

Payment for the use of SBU facilities such as the SAC or Wang Center should be processed on a Material & Service requisition not on a State Purchase Requisition.

UNAUTHORIZED PURCHASES AND REQUESTS FOR SERVICES

Employees of Stony Brook University, Stony Brook University Hospital, the Long Island State Veterans Home and any other University affiliated offices or departments are not authorized to purchase merchandise and/or request services from a vendor without the prior approval of the Procurement Office. Prior approval constitutes the issuance of a formal purchase order by the Procurement Office. Invoices submitted along with a purchase requisition "after the fact" as "payment purposes only" will not be accepted by the Procurement Office. If a campus department deems an order or service to be an emergency they must contact the Procurement Office for written authorization prior to purchasing the goods or initiating the emergency service. The Procurement Office staff is available weekdays from 8:00 AM to 5:00 PM to assist you in placing and expediting your emergency orders. Campus departments are also encouraged to

apply for the State Corporate Procurement Visa Card to expedite the placement and receipt of emergency orders. For more information on the corporate card program please contact Maryann Dolan at 632-6017.

Individuals who enter into an agreement with a vendor to start providing goods or services on behalf of the University or whom intend to bind the University to financial commitments without prior authorization from the Procurement Office are in violation of State Law and University policy. Individuals may be subject to the imposition of discipline and may be held personally liable for any indebtedness that is ultimately held to be owed to the contractor/vendor.

All goods ordered for Stony Brook University, Stony Brook University Hospital, the Long Island State Veterans Home and any other University affiliated offices or departments must be shipped to the respective University receiving address. Under no circumstance are deliveries to be made to an address other than an official, University-related receiving address (i.e. Central Receiving, SBUH Receiving, LISVH Receiving, Brookhaven National Lab, VA Medical Center, Cold Spring Harbor Lab, etc). Payments and/or reimbursements will not be processed for items shipped to a home address unless the appropriate justification is included.

RESEARCH ACCOUNTS PAYABLE

- **Refund Checks**

Checks received from vendors for returned merchandise should be forwarded to Research Accounts Payable. Along with the check, the original Purchase Order number, Project, Task, Award and Department should be indicated. A copy of the original Purchase Order would be most helpful in determining the original expenditure. Research Accounts Payable can then expedite the process of posting these checks to ensure that the Award will be credited as soon as possible. Funds will then be available to Project Directors for needed expenditures. This also applies to checks received for the unspent portions of Travel and Cash Advances.

- **Stipends**

As previously stated, the status of the Participant must be clearly indicated on the form to prevent a delay in processing, i.e., U.S. Citizen, Resident Alien or Non-Resident Alien. Payments to Non-Resident Aliens are subject to immediate withholding at the rate of 30%. We have also received additional information from Human Resources and RF Central that states only J-1 or F-1 visa holders can be paid a participation or fellowship stipend.

- **Original Receipts**

Requests for reimbursements must contain original receipts in order to avoid delays in processing. Requisitions that do not contain original receipts will be returned to the department. If the department, due to manufacturer warranties needs receipts, they will be stamped "PAID" by Research Accounts Payable and returned with the reimbursement check. Alcoholic beverages cannot be reimbursed on Research Funds. Requests for reimbursements for travel expenses to Lecturer/ Consultants must also contain original receipts, otherwise

these payments will be considered taxable income, and reported to the IRS. An exception would be if the per diem is being claimed.

- **Department Contacts**

Please indicate clearly on requisitions, the full name and telephone number of the person to be contacted for clarification on any items related to the requisition or Purchase Order. This will avoid any delays in payment.

- **IDC Accounts**

In anticipation of the June close-out of current IDC accounts please review your accounts to see if there are any miscellaneous encumbrances that are not being used, and that can be cancelled. Departments will be contacted in May regarding outstanding items.

- **1099 Tax Statements**

These forms have been mailed out to US Citizens and Resident Aliens from the Research Foundation. Please contact Research Accounts Payable if there are any questions regarding these statements.

CITIBANK TRAVEL ACCOUNT

In order to reduce out of pocket expenses for University Travelers, airline and rail tickets can be ordered directly through Austin Travel securing State Contracted Rates.

- **State Funds:** Contact Austin Travel to place order stating that you are using the CTA account, and give them a valid state account number you wish to charge for the expense.
- **Research Funds:**
 1. RF traveler must contact Austin Travel stating they wish to use the CTA account and payment will be made using Research Funds.
 2. Obtain a written quote from Austin for the tickets.
 3. The Traveler must then prepare a Research Requisition and submit it along with the written quote within 24 hours to either the Office of Grants Management or the Procurement Office. Requisitions using **sponsored funds** must be submitted to the Office of Grants Management for approval. Requisitions using **IDC Accounts** can be submitted directly to the Procurement Office.
 4. The Procurement Office must then confirm the order with Austin Travel in order for the tickets to be released.

SBF Funds cannot be used for the CTA Travel Account.

TRAVEL

- **Mileage Rate**

The IRS has announced a new rate for personal car mileage. Effective January 1, 2006, the new rate is 44.5 cents per mile for business travel. This rate applies to State, Research Foundation and Stony Brook Foundation travel.

- **Research Travel Payment Request Form**

When printing more than one RF Travel Request Form, a message will pop up after the first form is printed informing the end user to wait 90 seconds to avoid printing subsequent forms with the same TVL number.

- **State and Research Foundation Travel Per Diem Allowance for Lodging & Meals:**

There are two methods to reimburse travelers for Overnight Travel.

Method I: Unreceipted lodging– flat rate for meals, lodging and incidentals when traveler stays with a relative or friend.

For rates go to:

<http://www.stonybrook.edu/procurement/employees/>

click on Employees, Travel, Method I – Unreceipted lodging

Method II: Receipted lodging – traveler submits hotel bill and is reimbursed for actual lodging costs based on the area of assignment, and an allowance for meals. Multiply the # of days claimed by the appropriate federal per diem rate. Taxes will be paid in addition to room rate except in New York State which is tax exempt. If the lodging exceeds the rate, traveler must attach a justification explaining why he stayed at that hotel.

For rates go to:

<http://www.stonybrook.edu/procurement/employees/>

click on Employees, Travel, Per Diem Travel Rates

- **Travel Checklist**

Here are some reminders for both State and Research Foundation Travel that will avoid a delay of travel expense reimbursement. Please submit the following receipts/documentation:

Registration - Proof of payment is needed in the form of a receipt if paying onsite by cash or credit card. If registering online, proof of credit card payment is needed.

Airfare – actual passenger receipt or if ticket purchased online include trip itinerary and proof of credit card payment.

Lodging – actual hotel bill or if booking online include dates, room rate, tax rate and proof of credit card payment. If sharing a room indicate the single rate.

- Attach a program indicating conference dates, location and daily agenda
- Indicate Dates and Times of travel, Destination and Purpose.
- Type or print clearly all pertinent information on voucher: name, address, social security #, zip code, signature of traveler and supervisor. When traveling on State funds include negotiating unit, account # and a signed automobile statement (AC160) when claiming personal car mileage.
- Telephone number or email address where a contact person can be reached.