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# Disbursement Guidelines

This guideline replaces all previous Disbursement Guidelines. 11/12/2019

1. Funds may be spent from unrestricted, restricted, and agency accounts. The purpose of the expenditure must comply with donor’s intent when the gift/grant was accepted and the purpose for which the account was established. It is the responsibility of the account director to ensure that these requirements are met.

1. **Original** receipts, invoices, IRS W9 Form, related documentation to support the payment, and detailed justification must accompany the

Requisition Form for expenditure of funds from an SBF account. The justification must include details of the payment request and how the payment will benefit your department in fulfilling donor intent.

1. Payment requests for travel and expenses should follow the Travel and Expense Policy. The Statement for Automobile Travel should be completed for mileage reimbursements.

1. Travel advances are not encouraged. Any request for travel advance should be reviewed and approved by SBF. Travel should be arranged thru the campus travel agency. Travel payments should be made with a Requisition Form.
2. **Per Diem -** As of July 1, 2019, the SBF allows the use of per diem rates for employee meals & incidental expenses while in Travel Status (more than 35 miles from the University) with supervisor approval. Using per diem will eliminate the need to collect original itemized receipts and proof of payment when submitting Travel Vouchers for employee reimbursements. We encourage departments to use per diem to reduce the administrative burden and expedite the payment process.
3. The SBF Independent Contractor/ Non-Employee Payment Form should be completed for payments to individuals for services rendered, honoraria, or non-resident alien. The completed form should be submitted to the Payroll Department for review and approval prior to submission to Procurement for processing. Services rendered by State/Research Foundation/Faculty Student Association employees should be processed as "Extra Service" via the respective Payroll Department. Missing information will delay the processing.

1. Payments to individuals for services rendered, honoraria, moving expenses, fellowship, and student awards are reportable income and must provide a social security number and payment address, as required by the IRS. Employee awards are limited to established institutional awards. **The purchase or reimbursement of gift cards or savings bonds is not permitted by SBF.**

1. Payments submitted for scholarships must include evidence the recipient(s) satisfy scholarship criteria in order to validate the selection requirements are appropriately achieved and in compliance with donor restrictions.

1. If the account manager is seeking reimbursement, the immediate supervisor or the supervisor’s delegate must approve the reimbursement.

1. All purchases over $1,000 for supplies, equipment and furniture require a Requisition Form to be completed and submitted to the Procurement Office/SBF Purchasing for processing. A Purchase Order will be issued to the vendor.

1. Property, equipment and other assets purchased with Stony Brook Foundation funds or donated to the Stony Brook Foundation will be recorded on the University property control system. The Account Director is responsible for safeguarding the capital assets.

1. Any Requisition Form not signed by the account Director or authorized signatory of record will be returned for an appropriate signature before transaction is processed.

1. The Stony Brook Foundation is not permitted to make charitable contributions to other not-for-profit organizations.

1. All Requisition Forms submitted for grant accounts (account numbers starting with an “8”) require the review and approval of the SBF Business office.

1. All checks require two signatures. Two original signatures are required by authorized SBF Business office personnel for checks $5,000 and over.