**UPDATED 8/3/21 Payment Requisition Process**

**NOTE:** In following SBU policies, the Stony Brook Foundation will only reimburse for goods or services that link to a valid Stony Brook University address. Goods or services with a home address will no longer be reimbursed.

Dear Account Manager:

Even though the campus has re-opened, SBF will still allow the submission of all payment requests via email:

* Please forward your email and scanned documents to the SBF AP mailbox
  + [SBF\_AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org)
* In the e-mail header – please put the Requisition Number and the name of the vendor
* Approving the Requisition Form:
  + **OPTION A** – If the Account Manager and/or Authorized Signer are readily available, SBF would prefer that original signatures are still obtained on the Requisition Form. The originally signed form can then be scanned and sent from an SBU e-mail to Accounts Payable. Electronic signatures are not accepted.
  + **OPTION B –** If it is prohibitive to obtain original signatures, the e-mailed submission of the Requisition Form must come from the SBU email of the Account Manager and/or Authorized Signer indicating their approval
  + **NOTE -**  For audit purposes, the email authorization will serve as the official approval if the authorized person(s) on the account did not sign the Requisition Form
* The payment requests should include sending a scanned copy of the Requisition Form, receipts and support documents
* Reimbursements to Account Managers can be submitted via email by first obtaining the immediate supervisor approval with the appropriate documentations
* We prefer the documents to be in .pdf format
* Please keep original documents for your files and reconciliation
* Friendly reminder that equipment purchases need to be delivered to the campus not to a home address. If working remotely and you need the equipment at your home, please work with Central Services as they have made arrangements to ship items locally from the Campus. Central Receiving can be reached at 2-6290 or 2-6307 or emailed at ([central\_receiving@stonybrook.edu](mailto:central_receiving@stonybrook.edu))

Please also note the following changes:

* Until further notice, the Stony Brook Foundation has eliminated Friday check runs. **Checks will now be issued every Monday**. **ALL checks will be mailed to the payees**
* Requisition Forms for Purchase Order requests will continue to be accepted via email

**If you have any questions, please contact us at** [**SBF\_AP@stonybrookfoundation.org**](mailto:SBF_AP@stonybrookfoundation.org)