

STONY BROOK FOUNDATION RESOURCES

The [Stony Brook Foundation Resources Page](#) is your go-to for **all** the information you will need to open a new account, deposit funds into your account, spend money from your account and understand the Foundation's policies and procedures.

NEW SBF ACCOUNTS

[Setting up your NEW SBF account](#) is where you will find the procedures, forms, and instructions for setting up current use, endowment, and grant accounts. *When setting up an account with the Stony Brook Foundation, Account Directors should partner as much as possible with their assigned Advancement Officer.*

If you have questions on setting up a new account or need further assistance on new account status, please contact:

- **Endowment Accounts** (begin with "3"): Cindy Tam [Cindy Tam](#) 632-3218
- **Current Use Accounts** (begin with "2"): John Byers [John Byers](#) 632-6618
- **Grant Accounts** (begin with "8"): Ruth Schilling [Ruth Schilling](#) 632-2109

If you want to be **added as an account director or an account signatory** to a new account, fill out an [Account Set-up Authorized Signatures Form](#) and submit via e-mail to telnet_billing@stonybrook.edu and cc [Carla Whittingham](#)

DEPOSITING MONEY INTO YOUR ACCOUNT/CHECKING ON PLEDGE PAYMENTS

[Depositing money into your account](#) is where you will find the procedures, forms, and instructions for depositing funds into your account.

All gifts or grants (checks or cash) received by a staff member in Advancement should be forwarded within 24 hours via campus mail or in person to:

Stony Brook Foundation Business Office, Room 230, Administration Building, Z= 1188

A [Gift Deposit Form](#) must accompany **ALL** gifts.

If you are **expecting a gift from a donor**, please notify the Accounts Receivable department providing as much detail as possible: SBF_AR@stonybrookfoundation.org.

This ensures that the Foundation can track the gift and allocate it to the proper fund in a timely manner.

If you have questions or need further assistance, or if you would like to know **if a pledge payment has been received** by the Stony Brook Foundation please contact:

- [John Byers](#) 632-6618
- And CC the Accounts Receivable Team: SBF_AR@stonybrookfoundation.org

STOCK GIFTS

If you are **expecting a stock gift** from a donor, or **checking on a stock gift** from a donor, please contact [David Smith](#) 632-4469

SPENDING MONEY FROM YOUR ACCOUNT

[Spending money from your account](#) is where you will find the procedures, forms, and instructions for spending money from your account.

- **AvidXchange:**
 - If you are paying a **vendor invoice or student reimbursement and/or award**, all requests must be made through [AvidXchange](#)
 - For new users to Avid, please fill out a [New Avid User Form](#) and e-mail to: SBF_AVID_User@stonybrookfoundation.org
 - If you need training in using Avid, please watch this video: [How to Submit Avid Transactions](#)
 - If you need further training support or need to reset your password, please contact [Danyte Reisinger](#) 632-4467 or [Tasnim Mazumder](#) 632-2447

- **New Vendor Setups**
 - ******Prior to distributing a payment to any payee/vendor, the payee/vendor needs to be set up in our system. This procedure can take 5-7 business days, so please plan accordingly.***
 - **If you are paying a new vendor**, please
 - Fill out this [Vendor Set-Up Form](#);
 - Include the vendor's [W-9 tax form](#) (ask the vendor – they will know what to send you); and
 - Submit the Vendor Set-Up Form and W-9 to SBF_Supplier_Request@stonybrookfoundation.org
 - If you have questions or need further assistance, please email all inquiries to SBF_AVID_User@stonybrookfoundation.org

- **Purchase Orders:**
 - If you need to open a Purchase Order, or have questions regarding an existing Purchase Order, please e-mail: SBF_PO@stonybrookfoundation.org
 - Please be aware, a PO request for a new vendor will require:
 - A [Vendor Set-Up Form](#); and
 - The vendor's W-9 tax form
 - Email them both to: SBF_Supplier_Request@stonybrookfoundation.org

- **Student Payments**
 - All student payments/stipends ***with the exception of scholarships*** should be submitted through [AvidXchange](#)
 - Scholarship awards should be e-mailed to Daniella.Steuer@stonybrook.edu, Antonina.Nadrowski@stonybrook.edu and nicholas.prewett@stonybrook.edu
 - For more information on Student Payments, please refer to [SBF Requisitions for Scholarships, Prizes or Awards Funds](#)

- **Reimbursements:**
 - Employee reimbursements DO NOT need to be submitted through Avid.
 - If you are an employee seeking reimbursement for travel expenses, please fill out a travel voucher: [Travel Voucher Form with Instructions](#) and submit via this email address: SBP_AP@stonybrookfoundation.org

- **Independent Contractors and Honoraria:**
 - Before submitting a payment request to SBF for an independent contractor or an honorarium, you must submit an [Independent Contractor and Honorarium Payment Form](#) to the Human Resources Dept at Hrs_independent_contractors@stonybrook.edu for approval.
 - Once approved, HR will forward the form to SBF to proceed with payment.
 - Please be aware that this process can take up to 15 business days, so please plan accordingly.

- **International Payees:**
Please see our [comprehensive tax status matrix and flow charts](#) to assist with making payments to payees with visas and to non-resident aliens.

- **Wires**
If you wish to pay the supplier/independent contractor/individual by wire, please use the following wire confirmation forms and attach to your payment request:
 - For independent contractors and individuals: [Individual/Independent Contractor Banking Verification Form](#)
 - For Suppliers: [Business Banking Verification Form](#)

Please use this [NYS Tax Exempt Certificate](#) with all your purchases

****Unsure what justification documentation needs to accompany your payment requests?**

Please see the [SBF Master Checklist for Requisition Backup Documentation](#) which explains ALL the documentation needed for your payments.

- **JPM Chase Credit Card Program**
 - Please see this [JPM Chase MasterCard Commercial card Application](#) to apply for a new credit card. Please submit all applications to [Barbara Mahoney](#)
 - Refer to this [JPM Chase Credit Card Checklist](#) for information on what expenses are allowable and prohibited on your JPM Chase Mastercard, as well as the types of receipts and back-up you need to provide with your reconciliations each month.
 - See these detailed instructions [JPM Chase Credit Card Reconciliation Instructions](#) to guide you through the credit card reconciliation and submission process.
 - **Please note:** *The **deadline to submit reconciliations each month** must be adhered to so that SBF can process all credit card reconciliations before the month end. Cardholders who submit their reconciliations past the deadline and/or do not submit the proper receipts or documentation will be subject to suspension of their card privileges and may have their credit card revoked.*

For additional forms, instructions, guidelines and checklists related to spending money from your account please see: [SBF FORMS AND ADDITIONAL RESOURCES](#)

If you have questions or need further assistance on **spending money from your account**, please contact john.gibbons@stonybrookfoundation.org 632-7072 or carla.whittingham@stonybrookfoundation.org 632-9954

FUND TRANSFERS

Please e-mail all fund transfer requests to [Carla Macpherson](#).

- A request must include:
 - The justification and any documentation to support the transfer request.
 - Include the dollar amount and the SBF account numbers that funds are coming from and going to.
 - The request **must be made by the account manager or an authorized signatory** on the account.
- For more information regarding fund transfers, please see this instruction document: [How to make a fund transfer](#)

CHECKING FUND BALANCES AND ACCOUNT ACTIVITY (SBU REPORTING)

The most efficient and comprehensive tool for account managers, account assistants and report recipients to check their SBF account activity and fund balances is through [SBU Reporting](#), a University managed data warehouse of financial data compiled from PeopleSoft. Users of this system may enter specific report parameters and then download numerous reports to Excel so that they can work with the information. SBU Reporting provides information on not only SBF accounts, but also State, IFR, RF and FSA accounts.

Access to the SBU Reporting system is granted through the University - **not through the Stony Brook Foundation**.

To request access to SBU Reporting, please contact [Michael Danielson](#) or [Sara Lehmann](#)

If you need to check the balance in an endowment or endowment spendable account, please contact [Cindy Tam](#) 632-3218

SBF POLICIES AND PROCEDURES

For more information on Gift, Travel Expenses, Purchasing and other policies, please see: [SBF Policies and Procedures](#)

QUICK GUIDE TO SBF E-MAILS

SBF_AVID_User@stonybrookfoundation.org For all questions and issues relating to becoming an AVID user, and submitting & approving AVID payments.

SBF_AP@stonybrookfoundation.org For all questions relating to accounts payable

SBF_AR@stonybrookfoundation.org For all questions relating to accounts receivable

SBF_PO@stonybrookfoundation.org For all questions relating to purchase orders

SBF_Supplier_Request@stonybrookfoundation.org For a all question relating to setting up and paying a new vendor

If you have questions about ANY OF THE ABOVE ITEMS or need FURTHER ASSISTANCE with anything in the Stony Brook Foundation, please contact:

Kacy Bullard Kacy.Bullard@stonybrookfoundation.org 632-4011, or

Lois Arens lois.arenas@stonybrookfoundation.org 632-4353