

## **UPDATED 6/22/20 Payment Requisition Process during COVID-19 Crisis**

Dear Account Manager:

With a continued focus on mitigating the spread of COVID-19, Stony Brook Foundation is taking steps to create social distancing for the faculty, staff and campus community.

During this critical time, SBF will now allow the submission of all payment requests via email:

- Please forward your email and scanned documents to the SBF AP mailbox
  - o [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:
  - o **OPTION A** – If the Account Manager and/or Authorized Signer are readily available (i.e. on campus), 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.
  - o **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
  - o **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))

### Purchase Orders

- To support Central Services, SBF Procurement will be limiting PO's to only COVID-19 related purchases or non COVID-19 emergencies. As per their 3/25 e-mail, Central Services has limited space and resources to hold onto undeliverable equipment and materials

Please also note the following changes:

- In following the Governor's mandate - staffing in the SBF office has been reduced to only essential employees; all other SBF employees are working remotely
  - Travel Vouchers: For travel that occurred and was completed prior to March 12, 2020, vouchers can be submitted via email by first obtaining the immediate supervisor approval and then the Account Manager or Authorized Signatory's approval if different than the immediate supervisor.
  - Until further notice, the Stony Brook Foundation has eliminated Friday check runs. Starting in April - **Checks will now be issued on every other Monday. ALL checks will be mailed to the payees**
  - Requisition Forms for Purchase Order requests will continue to be accepted via email
  - Please allow additional processing time while we all work thru this situation
- If you have any questions, please contact us at [SBF\\_AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org)**