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Look to *Business Matters* each month for important updates and information from the "Business Office" units within Finance & Administration.

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Project Sunlight

Over the next few months you will be hearing much about a new state initiative called "Project Sunlight". Project Sunlight is an online database that provides the public with an opportunity to view certain types of interactions between State agency "decision-makers" and individuals or firms who could influence the agency's decision-making process. The office of Finance and Administration will be responsible for reporting qualified campus interactions, referred to as "appearances", to the public database. Our obligation, for the most part, will be the reporting of meetings of influence ("appearances") having to do with procurement and large scale contracts over \$25,000. We are mandated to report these interactions within five days of the appearance. Those employees who are identified as potential "decision makers" and "advisors" will be receiving more information in the very near future. It is important that anyone who could serve as a decision-maker or advisor in a large scale procurement is familiar with Project Sunlight requirements. A campus procedure is currently being developed and we will be asking for your cooperation. In the meantime, [SUNY training materials](#) and other information are available on the [SUNY Compliance website](#). Your campus contact for Project Sunlight is [Betty Tirado](#). She is happy to answer any questions you might have about this initiative.

MWBE Compliance Goals & Year-End Spending

We encourage you to actively seek out certified minority- and women-owned business enterprises (MWBE's) when making your procurement decisions. As part of SUNY's policy to ensure that MWBE's are given the opportunity to demonstrate their ability to provide goods and services at competitive prices, we must show a good faith effort to meet MWBE goals of 20%. At the end of the last reporting period, SUNY Oneonta was not meeting these goals. As we approach the end of the College fiscal year (see page 2), we ask that you seek out **certified** MWBE vendors for your year-end purchases when possible. A list of MWBE vendors for commonly purchased items is provided below. For help with finding a vendor in other purchasing categories, please call Terri Thomas (x2555) in the Procurement and Travel Office.

Certified MWBE Vendors:

Audio-Visual Equipment and Services: [CCS Presentation Systems, Inc.](#), 978-256-2001

Electrical & Telecommunications Supplies: <http://www.pivotelonline.com/home.cfm>, 607-337-7402

Furniture (office/dorm): [Business Environments by RAS](#), 585-238-2875

Graphic Design: [Real Dezines](#), (631) 957-4313

Office Supplies: [S&B Computer and Office Products](#) (activate state contract pricing by logging in with username and password available from Cindy Meres, x3388)

Year-End Spending Alert

The SUNY fiscal year ends on June, 30, 2013. To ensure adequate processing time for purchase and receipt of goods, departmental funds for procurement and travel in amounts less than \$25,000 **must be committed no later than Friday, May 24, 2013**. Purchases of \$25,000 or more should be submitted by April 26, 2013 to provide enough time for competitive processes. The May 24, 2013 deadline applies to all State Purposes, DIFR and IFR Accounts, but does not apply to spending for supply room, print shop, mail, telecommunications and campus vehicles, which may continue through June 30, 2013 if sufficient departmental recharge allocation is available. Look for more detailed information about year-end spending in your email next week.

Account Managers: Review Those Recharge Balances!

As we enter the last quarter of the SUNY fiscal year, it is a good idea to check your recharge balances to be sure they are sufficient to last through year-end. Academic allocation transfer requests should be sent to [Cindy Magee](#) and the appropriate Dean; all others should be sent to [Sharon Paoletti](#). For questions, call the Budget Office at x2592.

Notary List

We are fortunate to have a number of commissioned New York State notary publics on campus. To locate a notary please reference the following link:

<http://www.oneonta.edu/general/notarypublics.asp>

Travel Procedure Training

Travel procedures got you down? Wondering whether to rent a car and how? Trying to figure out per diems? Need a conference fee paid in advance? Just need a refresher? The Procurement & Travel Office is happy to meet with you individually or come to your department for a group training to help you navigate the state and local procedures involved with travel. Contact [Terri Thomas](#) to set up an appointment.

Travel Card Changes

The current NYS travel card program that allows the College to process transactions on behalf of employees will expire at the end of August. This will impact the ability of the Procurement and Travel Office to book airfare and rental vehicles for faculty and staff. We are currently looking into how this change can be handled without having a negative effect on our travelers. Other changes will affect a smaller portion of the College community and will be communicated directly with those impacted. Please stay tuned for additional information that will be communicated in the next month or two.

SMRT Training

The SUNY Management Resource Tool (SMRT) is a web-based application used to monitor accounts. This integrated tool generates account balance, month end, purchase order, payroll summary, and transaction detail reports. The SMRT database holds information for the current fiscal year and the past two fiscal years for SUNY appropriated accounts. The Accounting office is happy to arrange individual or small group training to account managers in the use of the SMRT system. Please contact [Rebecca O'Donnell](#).

EAB Resources Reminder

The College currently contracts with the Education Advisory Board (EAB), granting you access to their vast database of research and collaborations. EAB provides best practice research and practical advice to the higher education community, as well as resources for custom research projects. Our membership includes access to the academic affairs, business affairs, and student affairs resource areas. Log in at www.eab.com to view or print studies and best practice research, or participate in live or archived webinars. Samples of current research initiatives include:

Academic Affairs: online education, libraries, advising, interdisciplinary research, academic planning
Business Affairs: data-driven decision making, shared services, disciplining university spending
Student Affairs: career services, student success, civic engagement, risk management

The current subscription for SUNY Oneonta employees runs through 6/29/13.

SUNY PERKS Card, Corporate Perks & Perks Connect

Everyone likes to save money! Available to you are a number of ways of accessing discounts negotiated through SUNY both local and national. Take a look at the following links and start saving today!

<http://www.suny.edu/BENEFITS/PerksCard.cfm> (group code sunyeo11)
<https://suny.corporateperks.com/login>

