

Volume 1 Issue 3
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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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Year-End Spending Reminder

Departmental funds for procurement and travel in amounts less than \$25,000 **must be encumbered no later than Friday, May 24, 2013**. This does not apply to spending for supply room, print shop, mail, telecommunications and campus vehicles, which may continue through June 30, 2013 if sufficient funds are available.

Preapproval for Over the Limit Lodging

It is expected that SUNY Oneonta travelers will do their best to find lodging within the state per-diem rates. If this is not feasible, exceptions can be made for over the limit per diem rates with adequate justification. Please request approval for exceptions to per diem amounts **BEFORE** you travel to ensure you can be properly reimbursed. Send your request via email to Elizabeth.Tirado@oneonta.edu with the following details:

1. Purpose of Trip
2. Destination
3. Dates of hotel accommodation
4. Per-diem allowance vs. hotel price quoted
5. Justification for over the limit lodging

Explain why that particular hotel is needed and justifies the added expense i.e. alternate costs, such as transportation to and from a less expensive hotel, are equal to or greater than the lodging differential.

If you do not know your per diem allowance for the location you will be staying, please contact the travel office at x2555 or visit the following web page:

<http://www.gsa.gov/portal/category/104711> .



Traveling Overseas this Summer?

The SUNY Overseas Insurance program protects employees against a range of risks that may be encountered while traveling on university business in other countries. Coverage is provided at no cost to the employee. Questions about eligibility, coverage or contact information should be directed to Sue Clemons.

General Procurement Thresholds and Procedures

We all share the responsibility to comply with state and SUNY regulations and to maximize the value received from College resources in the purchase of supplies, equipment, and services. When making your procurement decisions for goods and/or services that are not on a state contract, please provide documentation with your purchase orders to demonstrate “reasonableness of price” (e.g. quotes, advertisements or web searches) and follow these guidelines for the threshold levels listed below:

Threshold Amount	Procedure
Up to 50k	Document reasonableness of price and justify selection of vendor. Work with the Procurement & Travel Office to identify potential MWBE vendors.
50K +	All procurements valued at this threshold must be advertised in the NYS Contract Reporter to allow vendors to view procurement opportunities. Contact Betty Tirado early in the procurement process to ensure that all requirements are met.
125 K +	A formal sealed bid process is required at this threshold. Contact Betty Tirado for further information.

Project Sunlight Now Operational!

Thank you to all those who were identified as “decision-makers” or “advisors” who took the time to review the training materials for Project Sunlight and have returned their training certification forms. As a reminder, all interactions that could result in the procurement of items \$25,000 or more must be reported as an appearance provided the communications were in person or via web conference. Phone appearances are optional at this point and do not have to be reported. Written communications via letter, email or fax **do not** need to be reported. A webpage has been established for your reference: <http://www.oneonta.edu/admin/ic/sunlight.asp>. All forms relating to Project Sunlight can be found on this page. Appearances must be submitted to finance&administration@oneonta.edu within 3 days of the event.

We are now fully reporting and are being monitored by New York State for compliance.

HERTZ – Some Friendly Reminders

1. When you return your car rental, either to Hertz or to UPD, you must enter the return date, return time, and mileage reading on the front of the “rental jacket” envelope and give it to UPD (or drop in the box at Hertz) with the keys. If you do not provide this information, Hertz has no way to know when the car was returned resulting in possible errors in billing.
2. When traveling on college business please indicate, at the time of reservation, that the rental is for business purposes. This will alleviate some issues with tax being charged on the invoices.
3. Operating hours for the Hertz business office at AAA are 9am-5pm. If your travel requires you to leave before 9am, it is possible to arrange to pick up your car at the end of the business day the day before at no additional expense. If you need to return your car after 5pm you have until 7pm to avoid extra charges. Note the time of return on the “rental jacket”.
4. The fuel tank must be topped off completely when returned or extra fuel charges will be billed.
5. As of April there is an increase in the daily administrative charge for use of the EZ pass provided by Hertz (now \$4.95 per day). It is no longer cost effective to activate the EZ pass.

We are working with Hertz to ensure invoices are provided in a timely fashion, tanks are provided topped up, and cars are delivered to UPD in a timely fashion when that service is requested.

New Cost Saving Sustainability Project: Recycling!



Starting in July, the College will have a financial incentive to separate recyclables from the waste stream. Currently, garbage pick-up is flat rate and recycling has no financial incentives attached to it. With our new contract, we will be paying per ton of waste produced. Separating recycling will reduce that tonnage. This is a great sustainability initiative and is anticipated to have major cost savings for the college. Disposal of recycling is free. It's a win/win! Recycling bins will be distributed to every office this summer. Hannah Morgan can answer any questions you might have about this new program. We hope everyone will support this important new initiative!

Enjoy Your Summer !

We don't wanna say goodbye for the summer

Knowing the info you'll miss

So let us make a pledge

To meet in September

With many more things to remember!

