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

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Expenditure and Reimbursement Guidelines

Have you ever been unsure as to whether a certain expenditure is allowable from State funds? To assist in such determinations, the Business Office has worked with SUNY Audit to put together a chart that addresses commonly questioned expenditures. Please take a moment to review the Expenditure and Reimbursement chart and address any questions to Terri Thomas, Manager of Procurement and Travel, x2555. [Click here](#) for the chart. (Procurement & Travel web page).



EAB Contract Not Renewed

The campus membership for Educational Advisory Board (EAB) services has expired and will not be renewed at this time. Although we no longer have access to their documents, webinars, and research services, the [EAB Daily Briefing](#) highlights current topics in higher education and is available to non-members (some content is restricted).

Store Credit Card Accounts and Store Club Memberships

State entities are prohibited from opening store credit card accounts (e.g. Walmart) or Store Club memberships (e.g. BJ's). College departments may not open such accounts, but may use a P-card issued to departmental staff.



New Method of Ordering Supplies Impacts Department Budget Lines

As a result of the new campus model for purchasing office supplies, when departments purchase supplies off-campus, they may need to request a transfer of funds from their Storehouse recharge line to OTPS to cover the cost. For Academic Departments, transfer requests should be sent to the Dean's Office. For all other Departments, transfer requests can be sent to the Budget Office, but a cc: should be made to the next-level Director, AVP, or VP. Decide whether to move the funds *permanently* (i.e. the funds will be in OTPS instead of Storehouse), or, *1-time* (i.e. allocations remain the same next year).



MWBE Compliance

SUNY Oneonta is working hard to comply with the NY Code Executive Law Article 15-A for participation of minority and women owned groups with respect to state procurement. The 30% overall goal of minority and women owned business enterprises (MWBE) participation remains our target, and each month we are very close to that number. **Thank you** to everyone for your steadfast effort to procure your goods and services from New York State certified MWBE vendors.

Online Fundraising Guidance



Many companies are now offering platforms to easily set up online fundraising campaigns. The College is in the process of developing guidelines to determine if and when it is appropriate to utilize such tools. At the very least, the activity must be pre-approved by the Business Office, the online payment gateway must comply with Payment Card Industry security standards and the funds collected must be managed according to campus policies and procedures.

Any fundraising or payment-collection activity planned by a College department should begin with obtaining approval from the Business Office, according to the Cash Handling and Payment Collection Policy. If use of an online crowdsourcing vendor is requested, the vendor will be vetted for PCI compliance and other factors will be considered before granting approval. **Under no circumstances should a student register a fundraising event on behalf of the College.** Thank you for your cooperation as we explore this option in the context of our internal control environment. Please call the Business Office at x2081 if you have questions or concerns. **(Note: this refers to non-Student Association activities; Student Association fundraising is governed by separate policies and guidelines.)**

REAL ID and Important Implications for Air Travel

The REAL ID Act is a federal law passed by Congress after 9/11 that establishes specific federal requirements for state-issued driver licenses and identity cards in order to prevent terrorists from evading detection by using fraudulent identification. Phase 4 of the law will be implemented “no sooner than 2016” and will require state-issued drivers licenses to comply with REAL ID standards in order to be accepted as identification to board a domestic flight on a federally regulated commercial aircraft (official Passports are required for international flights). Standard New York State driver’s licenses are currently not compliant with the REAL ID requirements, however the NY enhanced driver license (EDL) does meet the standards.



Although no date for implementation of Phase 4 has been announced, travelers who choose to utilize their NY State driver’s license to board domestic flights may want to consider upgrading their standard license to the EDL in the near future. More information about REAL ID and other acceptable forms of compliant identification is available at the [Homeland Security](#) website. FAQs about implications for NY State driver’s licenses are available at the [NYDMV](#) website.

Airfare Upgrades

With airlines trying to squeeze additional dollars from travelers through extra fees, please be aware of state policy that requires employees to use the most efficient and cost effective method of transportation. The state does not reimburse or pay for priority boarding charges or any upgrades to an airline reservation. Many domestic flights do charge for baggage. Fees for one checked bag will be reimbursed if not included in the basic fare.

Hertz Reminders

As we continue to fine tune the rental vehicle program at SUNY Oneonta, please keep in mind the following:

- Vehicles must be returned to the location where they were originally picked up. If you used the drop-off service at UPD, please return the car to the lot by UPD.
- Vehicles should have the gas replenished before returning the car. Hertz will charge the renter a much higher per gallon rate if they are required to fill the tank at time of return.
- Renter should always fill out the front of the rental folio with the date, time and mileage, and turn it in with the keys.



Book Re-sellers on Campus

It is not unusual for textbook buy-back companies to solicit on-campus appointments to purchase unwanted textbooks from faculty. This activity is not authorized by the College and such solicitations should not be accepted. According to the SUNY commercial use policy, no company may conduct business on our campus without prior authorization in the form of a revocable permit. Further, such commercial use shall not compete with or replicate activities of the campus auxiliary corporation, campus foundation, or other campus related entities. Therefore, textbook buy-back activities from off-campus vendors is prohibited on campus property.

Shred Day was a Great Success

Our very first campus-wide records destruction day held on October 28 was a huge success! We eliminated approximately two tons of old records that were slated for destruction according to the Records Retention Policy. Over 25 offices participated. With the assistance of three volunteer students and members of the MOC staff, we picked up nearly 60 boxes of records in the rain and loaded them onto the shred truck. An additional 80 or so boxes were delivered to the site for destruction. Our plan is to make this an annual event.

