



BUSINESS OFFICE

Information Booklet

SUNY-ESF BUSINESS AFFAIRS OFFICE

1 Forestry Drive

102 Bray Hall

Syracuse, NY 13210-2778

315.470.6626

Please visit our web page @

www.esf.edu/business



Mark Fennessy, Director

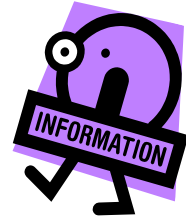
Danette J. Desimone, Assistant Director

Michele Hurley, Secretary



State University of New York
College of Environmental Science and Forestry

Table of Contents



Accounts Payable

Account Questions

Bursar/Cashier/Student Accounts Offices

Copy Center

Payroll

Purchasing

State Procurement Card

Travel



* Please see our “Quick Reference” on back cover for your convenience.

ACCOUNTS PAYABLE

100 BRAY HALL

Robin O'Leary
Accounts Payable Supervisor
Email: ROLeary@esf.edu
Extension: 6629



Carol Bain
Calculations Clerk 2
Email: CBain@esf.edu
Extension: 6628

PURCHASE REQUISITIONS

- Up to \$500.00 (with original invoice attached) submit directly to the Accounts Payable Department. Petty cash reimbursements up to \$250.00 should be submitted directly to the Cashier's Office.
- No invoice attached - submit to the Purchasing Department for a purchase order to be processed.
- Over \$500.00 submit to the Purchasing Department for a purchase order to be processed.
- All purchase requisitions must be completely filled in and legible; have an authorized approval signature; the name and address of the company to be paid; a valid account number to be charged; and, if Research Foundation, valid project, task, & award numbers. If any of this information is omitted, the requisition will be returned and a delay in payment will occur.
- Requisitions for Honorariums – be sure to include a W-9 with the requisition.

If a purchase is made and the delivery does not go through the Receiving Department, Accounts Payable must be given the following information regarding that purchase: A legible signature and the date the merchandise was received must be on the delivery receipt (or invoice if one is received).

If a purchase is being made by a graduate student, they must sign their name and PRINT the name of the department head for which the purchase is being made.

Independent Contractor – complete independent contractor forms and submit with purchase requisition.

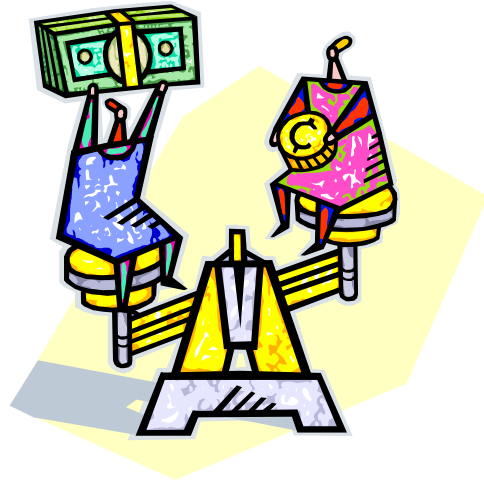
When using FEDERAL EXPRESS - include your name on the shipping label, a state account number to be charged, or project, task, and award numbers if Research charges.

All paperwork regarding a purchase must be delivered to the Accounts Payable Department so we are able to supply sufficient backup to State Auditors for each and every purchase.

Thank you!



Account ?'s



State accounts: (i.e.: 860745-00)

Michele McNeill....x6640....102 Bray Hall.... mmcneill@esf.edu

- ❖ All state accounts are allocation based and expire at year end – June 30th. These funds do not roll-over*.
- ❖ All transaction requests **MUST** be on the proper State forms.
- ❖ Balances can be tracked using the SMRT system – a web-based program updated nightly.

* NOTE: IFR accounts are different. They are cashed based and roll forward year to year.)

College Foundation accounts: (i.e. S0042)

Michelle Coyne....x4896....102 Bray Hall.... mcoyne@esf.edu

Hours: Monday – Friday 9:30am – 3:15pm

- ❖ All expenditure requests should be on state forms referencing the correct account # and signed by the fund manager.
- ❖ These forms should be directed to Michelle Coyne's attention and not to Petty Cash or Accounts Payable.
- ❖ Account balances inquiries should be directed to Danette Desimone or Michelle Coyne.

Research Foundation accounts: (i.e. 1056070-4-50623)

Contact the Office of Research Programs....x6606....200 Bray Hall....www.esf.edu/research

- ❖ All expenses are subject to sponsor guidelines and approved budget for each project.
- ❖ Expenditure dates vary from award to award based on sponsor agreements. No expenses are allowable outside the award dates.
- ❖ All transaction requests **MUST** be on the proper Research Foundation forms.
- ❖ For any account related questions, please call the office.



ESF Cashier's Office

Location: 102 Bray Hall

Hours: Monday – Friday 8:00 am – 4:30 pm (Summer until 4 pm)

Contact Information: Suzy Beardsley at Ext. 6630 sabeardsley@esf.edu

Mail: Picked up twice daily, 11:15 am and 2:15 pm.

- Collection of revenues from many sources: Examples- Student book sales, Parking Tickets, Maple Syrup , Plant sales and additional student printing credits
- Process State and RF Petty cash
- Apply student aid
- Process the International Student's Insurance
- Distribute payroll checks and direct deposit stubs

ESF Student Accounts

Location: 103 Bray Hall

Office hours: Monday- Friday 8 a.m. - 4:30 p.m. (Summer until 4 p.m.)

Contact Information: Kristen Golden, ext 6652 kgolden@esf.edu

- Apply student payments
- Bill student sponsors
- Invoice students for outstanding balances
- Process departmental P.O. for payments to student accounts
- Process student/parent refunds

ESF Bursar's Office

Location: 103 Bray Hall

Hours: Monday- Friday 8 a.m.- 4:30 p.m. (Summer until 4 p.m.)

Contact information: Barb Smith, ext 6653 bsmith@esf.edu

- Student billing of tuition and fees;
- Transfer of the college revenues to SUNY on a monthly basis;
- Processing sales tax revenue to Albany on a quarterly basis;
- Maintain the College & Student Government General Ledgers
- Maintenance of the Regular, Agency Advance, RF Petty Cash and Student Government checking accounts.

CAMPUS COPY CENTER



**JIM WHEELER
4 BRAY HALL
X6705**

COPYCENTER@ESF.EDU

**Monday thru Friday 8:00 – 4:30 (academic year)
Monday thru Thursday 8:00-4:00, and Friday 8:00-12:00 (summer)**

- **Various document printing including single copies, instructor manuals, booklets & pamphlets**
- **Heat binding, machine hole-punching & stapling available**
- **Able to receive documents electronically (pdf files preferred)**
- **Various paper sizes, colors and card stock available**
- **More cost effective than outside sources or independent office machines**

PAYROLL

119 Bray Hall



Payroll Supervisor: Ellen Brown
Phone: 315-470-6625
Email: ebrown@esf.edu

Payroll Examiner I: Nan Clark
Phone: 315-470-6624
Email: nfclark@esf.edu

Fax number: 315-470-4790

www.esf.edu/business/payroll.htm

Payroll forms found on web page:

Faculty and Exempt Professional Monthly Leave Reports
UUP Leave Report Instructions
Federal Tax Withholding Form (W-4)
State Tax Withholding Form (IT-2104)
State Employees Direct Deposit Enrollment Form
Research Foundation Employees Direct Deposit Enrollment Form
Research Monthly Exception Report for Exempt Staff
Research Foundation Exempt Staff Biweekly Leave Report
Instructions for RF Exempt Staff Biweekly Leave Report

Payroll Calendars:

College Work Study
Graduate Assistant
Main State Payroll
Research Foundation
State Temp Service / Student Assistant
State Holidays

Payroll Forms on the wall outside of the office:

Federal Tax Withholding Form (W-4)
State Tax Withholding Form (IT-2104)
State Employees Direct Deposit Enrollment Form
Research Foundation Employees Direct Deposit Enrollment Form
Research Hourly Time Sheets (yellow ½ sheets)
Research Non Exempt Time Records (yellow)
College Foundation Time Sheets (pink)
Student Assistant Time Sheets (green)
Classified Time Records (white)

Payroll Calendars:

College Work Study (pink)
Main *Hourly* State Payroll (white)
Research Foundation (yellow)
State Temp Service / Student Assistant (green)



SUNY ESF PURCHASING DEPARTMENT



PURCHASING OFFICE CONTACTS:

Lisa Campagna Purchasing Manager 470-6685
lmcampagna@esf.edu

Michele Khasidis Purchasing Administrator 470-6687
mkhasidis@esf.edu

IMPORTANT WEBSITE LINKS

SUNY ESF Purchasing

<http://www.esf.edu/business/purchasing.htm>

NYS Purchase Requisition

<http://www.esf.edu/business/purchasing/statepurchase.asp>

Research Foundation Purchase Req

<http://www.esf.edu/business/forms/researchpurchase.pdf>

NYS OGS Contracts

<http://www.ogs.state.ny.us/purchase/>

NYS MWBE

<http://www.nylovesmwbe.ny.gov/>

Dell Quotes (SUNY ESF)

<http://cns.esf.edu/MonthlyPC.htm>

SUNY Procurement Guidelines

http://www.suny.edu/sunypp/documents.cfm?doc_id=428

FREQUENTLY USED VENDORS

MBE BUSINESS:

OFFICE/GENERAL SUPPLIES

GHOLKARS INC

REP/PRICING: **CATHY WILLIAMS**

EMAIL: CATHY@GHOLKARS.COM

1-800-888-4920 EXT 110

WWW.GHOLKARS.COM

WBE BUSINESS:

OFFICE SUPPLIES

OFFICE WORLD

REP/PRICING: **TIM HALL**

EMAIL: TIM@HUMMELSOP.COM

NYS CONTRACT TECHNOLOGY

GOVCONNECTION

REP/PRICING: **CHAD FETTIG**

EMAIL:
CFETTIG@GOVCONNECTION.COM

800-800-0129 XT 75029

WWW.GOVCONNECTION.COM

*****IMPORTANT*****

Reminder!

W-9 FORMS- These forms are needed for any RF or State purchase requisition that is a new vendor, honorarium, Independent Contractor or lecturer. Please be aware that this may hold up an order until a w-9 is obtained. This form can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> For *international Honorariums* please contact Purchasing.

Department Purchase orders- You will be receiving a copy of your purchase order via email. This replaces the inter-office method. An email will be sent to the requisitioner. If they are not reachable, we will send an email to the PI of the account.



PROCUREMENT CARD

102 Bray Hall

Contact Information:

Michele McNeill....x6640.... mmcneill@esf.edu

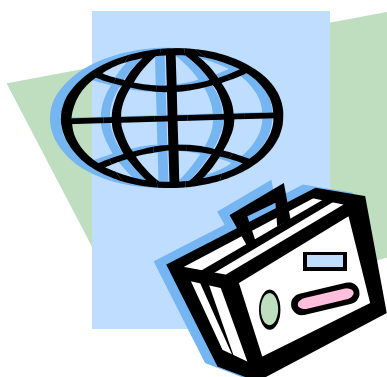
Other Information:

For an application form, policies and procedures and other information, please go to our website: www.esf.edu/business/proccard.htm

Highlights of the Procurement Card program:

- ***cannot*** be used for Travel
- to be used for purchases on state accounts only
- no waiting to be reimbursed
- you receive your items more timely than under the traditional procurement process
- more vendors prefer credit card payments to purchase orders





TRAVEL OFFICE

101 Bray Hall

Contact Information:

Lisa Gonzalez.....x4827.... travel@esf.edu

Hours: Monday, Tuesday, Wednesday.....8:00am – 12:45pm

Thursday....8:00am – 12:30pm

Friday...OFF

If Lisa is unavailable, please contact:

Michele McNeill....x6640.... mmcneill@esf.edu

Other Information:

For rates and forms, please go to our website: <http://www.esf.edu/business/travel.htm>

NOTES:

- There is a 2 week advance notice to process travel advances.
- Please make sure to use the correct form (Research Foundation vs. State) – The RF **requires** an RF form to be processed – DO NOT SUBSTITUTE A STATE FORM. If you are not sure which one to use, please contact us first.
- BTI is no longer mandatory for airfare purchases. However, it can be used for your convenience.

For periodic updates, please visit our website :

www.esf.edu/business

*Please see the “Quick Reference” guide on the
outside back cover to contact Business office staff,
or*



Stop in any time!

In addition to Business Office staff, a special “thanks” to the Campus Copy Center and the Office of Communications for their assistance in the production of this booklet.



Quick Reference

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|---------------------------|------------------|----------|
| Accounts Payable: | Robin O'Leary | 470.6629 |
| | Carol Bain | 470.6628 |
| Bursar: | Barbara Smith | 470.6653 |
| Cashier: | Suzy Beardsley | 470.6630 |
| College Foundation Clerk: | Michelle Coyne | 470.4896 |
| Copy Center: | Jim Wheeler | 470.6705 |
| Payroll: | Ellen Brown | 470.6625 |
| | Nan Clark | 470.6624 |
| State Procurement Card: | Michele McNeill | 470.6640 |
| Purchasing: | Lisa Campagna | 470.6687 |
| | Michele Khasidis | 470.6685 |
| | Deborah Petitto | 470.6684 |
| Secretary: | Michele Hurley | 470.6626 |
| Student Accounts: | Kristen Golden | 470.6652 |
| State Accounts: | Michele McNeill | 470.6640 |
| Travel: | Lisa Gonzalez | 470.4827 |
| | Michele McNeill | 470.6640 |