

OUR MISSION STATEMENT

The Procurement and Payment Services team is a group of dedicated individuals committed to providing exceptional customer service to our campus and vendor communities, while striving to procure the highest quality products and services at the lowest possible costs.

We seek to adhere to New York State and SUNY finance laws and procedures ensuring accurate and timely transactions and payments.

We strive to exemplify teamwork through mutual cooperation and respect while maintaining professionalism at all times, ultimately supporting the mission of the Division and the College.

Staff Directory

DIRECTOR

Mark Stacy 7 years
(585) 395-5149

ASSISTANT DIRECTOR

Wendy Vergamini..... 11 years
(585) 395-5144

CALCULATIONS CLERK 1

Joan Doran 7 years
(585) 395-2768

PURCHASE ASSISTANT

Gretchen Morith..... 12 years
(585) 395-5141

PURCHASE ASSISTANT

Donna Napier..... 14 years
(585) 395-5139

CONTRACT/MWBE COORDINATOR

Pam Powell 2 years
(585) 395-5148

CALCULATIONS CLERK 2

Gail Tipton 6 years
(585) 395-2338

PURCHASE ASSISTANT

Stacie Treahy 3 years
(585) 395-5150

SECRETARY 1

Rosemary Wilson 20 years
(585) 395-2531

A Little History Lesson on Where the State Comptroller's Office Originated

The State Comptroller is New York State's chief fiscal officer. The office was initially established in New York State in 1797, when Governor John Jay appointed Samuel Jones as the first Comptroller and charged him with examining the State Treasurer's books. At the Constitutional Convention of 1846, the people won the right to elect the State Comptroller directly, ensuring the independence of the office. Millard Fillmore, later President of the United States, was the first popularly elected State Comptroller.

Over the years, the duties of the State Comptroller have steadily expanded, and the Office of the State Comptroller has a scope of responsibility that is unparalleled in other state governments.

The Office of the State Comptroller also establishes regulations, issues publications, conducts training and proposes legislation to improve government operations at all levels. Headquartered in Albany, The Office of the State Comptroller employs a staff of more than 2600 people and maintains offices in New York City, as well as eight regional offices which audit and provide technical assistance to local governments throughout the State. A fundamental orientation unites all the diverse activities of the Office: the State Comptroller is responsible for ensuring that the taxpayers' money is being used effectively and efficiently to promote the common good.

What is the Role of Procurement and Payment Services?

The primary role of Procurement and Payment Services is to oversee and process thousands of purchases and payments. We strive to obtain the best products and services, at a reasonable price, which are necessary for faculty and staff to perform the important roles that they serve in. At the same time, we must comply with numerous SUNY and State of New York rules, regulations, laws, etc. to ensure that public funds are spent appropriately and within the confines of those requirements. We add value to the procurement and payment processes by providing expertise and experience.

Purchases using State funds are governed by the appropriate sections of the State of New York Finance law, the Office of the State Comptroller rules and regulations, State University of New York policies and procedures, and other applicable requirements. The basic procurement objective is to secure the most appropriate materials, supplies, equipment and services from the most reasonable and responsible source, consistent with quality requirements and delivery needs as will best promote the interests of the State University of New York and The College at Brockport.

IT PAYS TO BUY INTO PROCUREMENT AND PAYMENT SERVICES

Tip of the Month from Procurement and Payment Services

The Office of Procurement and Payment Services provides a tip of the month the first week of each month on the Daily Eagle. These "tips" are to assist College office's/department's with their day-to-day operations for processing requisitions (purchase orders), travel vouchers, and payments. Please take advantage of these "tips" as they will assist you in how to process your paperwork correctly per New York state rules and regulations.

PROCUREMENT & PAYMENT SERVICES

VISA CARDHOLDERS:

HERE ARE SOME BEST PRACTICES TO FOLLOW



- Always stay within the established limits of the account. Do not “split order” to accommodate use of the card. Use the card for official State use only.
- Split ordering is defined as the practice of splitting a transaction or group of like transactions into two or more individual smaller dollar value transactions to avoid competitive bidding requirements.
- Whenever possible, utilize the use of NYS Contracts, Preferred Sources and Minority/Women-Owned Businesses (M/WBE).

- Be able to substantiate reasonableness of price for items and/or services purchased.
- Keep card and account information in a secure place. Never allow the use of the card or even the account number by another person

Did you know?

The New York State Purchasing Card program is a powerful and efficient tool to assist cardholders in making authorized purchases. It reduces costs and can expedite the procurement process.

How will it help?

Use of the VISA Purchasing Card reduces purchasing costs by as much as 80%. Typical purchase order processing costs average \$100. However, studies estimate that a typical procurement card transaction averages between \$5 and \$20.

For more information regarding the Purchasing Card Program, contact the Program Administrator, Donna Napier, at ext. 5139.



We buy everything from A-Z... Here are some of those purchases!

1. Asbestos Removal Services
2. Basketball Flooring in Tuttle North
3. Etching Press
4. Furniture (Renovations took place in Edwards Hall and Holmes Hall with innovative and state of the art technology)
5. Interpreting Services
6. Office Equipment Maintenance Contract through Remi
7. Pizza Oven
8. Roll-up Blinds for 99 windows in Tower and 116 windows in Drake Library
9. Software (New Parking Management Software)
10. Television and Internet Services
11. Zamboni

WEB PROCUREMENT

SUNY System Administration has been designing and implementing a new web procurement system since 2005. The College at Brockport Office of Procurement and Payment Services went live with the new system in mid-April 2006. Since that time our staff has been working with and training on the new system, and began inputting all requisitions and purchase orders using that system in late 2006.

Roll out to campus offices/departments began as a pilot program with the Office of Facilities and Planning in September 2007. The new system will allow departments to electronically transmit requisitions to Procurement and Payment Services.

We currently have three departments on board: Facilities and Planning, Telecommunications and Campus Life. Please contact Mark Stacy, director, at ext. 5149 for further information.



PROCUREMENT & PAYMENT SERVICES

PROPERTY CONTROL



Property Control became a part of the Office of Procurement and Payment Services in 2009.

Property Control Services maintains the College's inventory of equipment records by conducting an annual physical inventory of State owned equipment with a value over \$5,000. College equipment items are physically inventoried and tracked during the summer audit, and the information regarding each item is updated in the State University of New York Property Control System (PCS).

Property Control Services is also responsible for maintaining the policies and procedures regarding tagging equipment items under \$5,000, performing the annual

audit in the fall to verify their existence, location, condition, and reporting the theft, loss or misuse of State assets in excess of \$1,000 (original cost) to the Office of the State Comptroller on a quarterly basis. It is the College office's/department's responsibility to maintain proper records to assist Property Control Services with the annual audits and entry of equipment which will ensure accurate inventories of departmental items.

For general questions or assistance regarding Property Control, please contact Pam Powell at ext. 5148.



SUSTAINABILITY INFORMATION AND FACTS

Did you know that eight (8) printer cartridges are thrown away every second in the United States? You can be an advocate in recycling your cartridges and much more at The College at Brockport.

In 2005, Procurement and Payment Services implemented an ink and toner recycling program on campus. Ink and toner recycling boxes are located in the lobby of most dorms as well as in the professional buildings. The computer labs also do their part to live "green." All toner cartridges in the labs are remanufactured into new cartridges to be resold. E-gadgets, personal cell phones, MP3 and PDA's can be put in the toner recycling bins as well!

For more information on where to find the nearest location to you please contact the Toner Recycling Administrator, Gretchen Morith, buyer, at ext. 5141 or visit www.brockport.edu/pps.

Helpful Travel Hints...

- Employees of The College at Brockport are in official travel status when they are more than 35 miles from both their official station and their home.
- The total rebate the Office of Procurement and Payment Services generated for the fiscal year 2010-2011 for issuing payment on time for the Citibank airfare travel card statement was \$3,139.89. This rebate occurred because The College at Brockport employees assisted in submitting their travel paperwork in a timely manner.
- The Internal Revenue Service issues the current mileage rate as of January 1. In extreme economic conditions, the rate is subject to change. The current mileage rate, effective as of July 1, 2011 is \$0.555. Please verify your travel dates on your mileage forms when claiming the correct mileage rate.
- To speed up processing of your travel voucher, please ensure that you obtain all the proper signatures that are required on your travel voucher (e.g. traveler, supervisor, dean, etc.).

Please contact **Gail Tipton** at ext. 2338 with travel questions.



SAVING RESOURCES

Forest Stewardship Council (FSC) certification is a voluntary, market-based tool that supports responsible forest management worldwide. FSC certified forest products are verified from the forest of origin through the supply chain. The FSC label ensures that the forest products used are from responsibly harvested and verified sources.

All publications printed by off-campus printers minimally use FSC stock in the production of the publication. In some cases, the printer themselves are FSC certified and the publication is then given full “bragging rights” indicating that it is an full FSC publication beyond just the use of FSC stock — even the way it was printed meets FSC standards.

This is how you are helping to keep our campus GREEN.

(Numbers are from July 2010 to October 2011)

- The College uses environmentally-friendly cleaning products and equipment to clean floors, countertops, desks, and glass.
- The College recycled 2903 lbs of light bulbs!
- The College recycled 94,352 lbs of electronic scrap!
- The College recycled 40,200 lbs of scrap metal for environmentally secure recycling!
- The College purchased 47,782 lbs of recycled paper. Water saved 90,700 gallons; Trees saved 199!
- The College recycled 327,920 lbs of paper!



The Office of Procurement and Payment Services assisted in producing 70,000 copies of Kaleidoscope, the College’s alumni magazine, using a full FSC printer. This resulted in the following saved resources: 19 TREES were saved for our forests, ENERGY — 13.5 million BTUs, WATER — 7,108 gal, GREENHOUSE GASES — 16,994 lbs., and SOLID WASTE — 1,176 lbs.

For more information on the Forest Stewardship Council, please contact Donna Napier, buyer, at ext. 5139.

Recycling Contact Information for Metal and Electronics

Metal Recycling — Students, faculty, or staff that has non-container metals to be recycled can contact Rick Lair at ext. 5934 to make arrangements with Facilities and Planning to pick up their metal to have it recycled (e.g. refrigerators, futon beds).

Electronic Recycling — Students, faculty, or staff can contact the Office of Environmental Health and Safety to make arrangements to have their electronic equipment recycled. Please contact Dave Turkow, ext. 2005, or Sarah Klein, ext. 2495, for assistance.

Remember: The Next Time You Print, Print Double-sided

The College strongly encourages staff and faculty to print from network printers rather than desktop printers. By printing to a network printer the cost per page is less and the user can receive quality prints quickly and efficiently.

Here are some alternatives to printing:

- Send a file or document to yourself by attaching it to an email message. Web-based electronic mail programs such as Outlook or Gmail easily handle attachments.
- File City is personal file storage space on campus. Students and faculty/staff currently affiliated with The College at Brockport all have an account set up. It is available on all lab computers on campus and via the Web at <https://filecity.brockport.edu>.
- Purchase a jump drive to store files and documents.
- Microsoft Office OneNote is a software package on all lab computers that is used for information gathering and multi-use collaboration. The software also is designed for collecting, http://i.istockimg.com/file_thumbview_approve/4633733/2/stock-photo-4633733-tree-in-palm-of-hand.jpg organizing and sharing materials. It’s perfect for research projects!

Please contact our office for any of your purchasing, travel, or accounts payable needs. Our office also provides procurement and travel training seminars; to inquire please contact us at ext. 2351. We are happy to help in every way possible. Thank you.