

Did You Know?

- You are no longer required to supply your Social Security Number on reimbursements. All we need is your NYS EMPLID No, which can be found on your paystub. Refer to the SFS email dated 3/28/12 for more details.
- Does your payee have a NYS Vendor ID No? If not, please have them complete a [Substitute W9](#) and return to the Purchasing Department for processing. Refer to the SFS email dated 3/14/12 for more details.



Updates from: *Purchasing Ext. 3438 and
University Accounting Ext. 3467*

Year End Reminders

To all procurement cardholders that are away from campus for the summer: If you make any purchases on or after May 5, 2012, you will need to reconcile your P-Card in June. If you are unable to reconcile, you will need to contact the Purchasing Department, so they can reconcile for you.

Any travel that begins June 30th or prior and ends July 1st or after will be expended from 2012-13 fiscal year funds.

Our Preferred Vendors

Did you know SUNY Fredonia has preferred vendors? They are New York State Industries for the Blind (NYSIB), New York Industries for the Disabled (NYSID) and Corcraft. All state agencies must purchase goods and commodities from these agencies unless their products do not meet form, function, or utility. Departments should then seek a state contracted vendor. If the state contracted vendor is not able to fulfill the department's need, a non-contracted vendor can be used. To learn more, please read Purchasing [Policy #401](#).

New SFS Time-Saver

In general, most payees that provide goods and services are **taxable** and must be registered in SFS and will have to provide a "NYS Vendor ID No" in lieu of their Federal ID Number.

However, SUNY has acquired two generic NYS Vendor ID Nos for **non-taxable** reimbursements. This is a time-saver, because you will not be required to obtain a Substitute W9 from your payee.

Vendor ID No. 0100000033 can be used for all non-employee reimbursements such as travel for candidate interviews.

Vendor ID No. 0100000011 can be used for any SUNY student not on student payroll for reimbursements such as travel.

If a reimbursement meets the above **non-taxable** category and the payee does not already have a NYS Vendor ID No; simply type the above listed Vendor ID No. in the NYS Vendor ID No. or NYS EMPLID No. fields.

Note: Honorariums are taxable; therefore a Substitute W9 must be obtained.

Have a great summer... congratulations Class of 2012!