System Administration
Office of Business Affairs

The University's basic procurement objective is to secure the most appropriate materials, supplies, equipment, services, and construction at the lowest available price, consistent with quality requirements and delivery needs as will best promote the interests of the University. To help us meet this objective, the Office of General Services has many State contracts available for use by System Administration. In addition, employees traveling on State business should spend travel money as efficiently and economically as possible. The general rule is that only actual, necessary and reasonable business expenses will be reimbursed.

System Administration has an on-line procurement manual and travel manual detailing policy and procedures for employee reference. These documents can be found at the Employee Services section of the SUNY Blue website: http://system.suny.edu/purchasing/

If your procurement need exceeds $10,000, please contact the business office at the beginning stages of the procurement. A sample list of expenditures that are not appropriate for State tax payer funding is included below for your reference. This is not intended to be an all inclusive list, but rather a sample of the types of expenditures that are not appropriate. If you question whether or not your procurement is in accordance with State guidelines, please contact the Business Office.

Not Allowable:

- The expense to decorate an employee's office (lobby area only is allowed)
- Decorative flowers for offices, funerals, parties (allowed for grounds only)
- Gifts of any kind (including awards)
- Greeting cards of any kind (certain invitations for business events are allowed)
- Cost of hosting or attending a colleague retirement party, going away party, etc.
- Food and beverages (candy, snacks, coffee) for general office use.
- The cost of alcoholic beverages
- Costs associated with personal subscriptions, magazines, and newspapers which do not serve a business related purpose
- Personal, non-business related memberships in organizations
- The cost of travel to conferences that are not business related
- The cost of a personal trip tacked on to a business trip
- Personal expenses incurred while in travel status (hotel charges for movies, laundry)
- Cost of messenger services
- Cost of limo transportation services that cannot be justified (cost effective)
- EZ pass charges on a business vehicle account for personal trips must be reimbursed to the State
- Donations and/or Contributions

- ‘Split Ordering’ Each procurement card has a dollar threshold for a single purchase, typically $2,500 (although some may be lower). A cardholder is not allowed to split order (two or more transactions for a single item that in the aggregate exceed the $2,500 limit).
- The cost of personal long distance telephone calls from desktop phones must be reimbursed to the State
- The cost of personal calls on a State provided cellular phone must be reimbursed to the State
- Charging personal expenses to a State provided travel card or procurement card is not allowed
- Travel expenses that exceed the State per diem rates are only allowable if approved in advance by the agency fiscal officer (must have a valid justification)

Contracts

For all service agreements or contracts (ex. consulting) procurements, you must contact the contracts unit in the Office of Business Affairs at the beginning stages of your procurement. New York State regulations can be confusing and on a case by case basis, your needs and the State guidelines will be reviewed and the best method of procuring the desired service will be identified.