

From: [Jo-Ann Daniels](#)
Subject: SBF June 2021 Monthly Accounting Reports & information
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The June 2021 monthly accounting reports are available in SBU Reporting and in the ERAS system. For more information on SBU Reporting for Finance and how to get access, please click the link:<http://it.stonybrook.edu/services/sbu-reporting>.

New Summary Reports in SBU Reporting

There are two new reports that have been developed in SBU Reporting.

1. SBF Income Statement - Operating Funds - this report provides the account holder the operating funds, account purpose, revenue, expenditure, and available balance for the fiscal year.
2. Endowment Spendable Report - this report provides a financial summary for each account including the fund purpose, endowment payout, disbursement and growth for the fiscal year. This report is specific to the school, college or department that the donors have chosen to support.

As a reminder...

In following SBU policies, as of October 8, 2020, the Stony Brook Foundation will only reimburse for goods and services that have been shipped to an official Stony Brook University address.

Annual audit:

The Stony Brook Foundation is preparing for our annual audit and may need to process adjustment transactions to the June 2021 reports. An email message will be sent when the revised June 2021 reports are available.

Disbursement transactions:

Please submit all outstanding vendor invoices, independent contractor payments, and reimbursements for payment processing. Please include support documentation (as defined in the Stony Brook Foundation Checklist) and justification for each Requisition and appropriate IRS Form W-9 or W-8.

Submitting incomplete IRS forms, or submitting both forms for the same payee may impact IRS tax withholding and reporting requirements in addition to delaying payment. Please advise the payee to complete the correct form based on their tax status.

- IRS Form W-9 for U.S. and resident alien payees
- IRS Forms W-8BEN, W-8BEN-E, and W-8ECI for non U.S. payees

Non U.S. payees who qualify to claim tax treaty benefits must submit a completed Form W-8 with a U.S. taxpayer identifying number, Form 8233, and other required documents to avoid tax withholdings. The IRS forms and instructions can be downloaded from the IRS website at

<http://www.irs.gov/>.

Purchase orders:

All fiscal year 2021 blanket purchase orders were disencumbered. Please submit a new Requisition Form along with appropriate support documentation (as defined in the Stony Brook Foundation Checklist) and calculation used to substantiate the amount for each vendor.

If you have any questions, please contact us.

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