

## STONY BROOK FOUNDATION CALENDAR REMINDERS

### FY 2025 Dates - for all SBF Funds

Date	Item
<b>Orders for goods and services charged to the 2024/25 fiscal year must be received no later than June 30, 2025.</b> <b>Goods received and services completed after 6/30/2025 will be paid with 25/26 funds.</b>	
5/8/25	<p>All Commencement Award Payments and required documentation should be submitted in <b>Avid</b> by this date. <span style="float: right;">*Avid</span></p> <p>transactions not approved by 5/15 will not be processed, and must be resubmitted by the user in July 2025</p> <p>*This will allow for payments to be processed and issued by Friday, 5/30</p> <p>*Reminder: The process of setting up a recipient as a vendor and processing the payment takes approximately 10-21 business days</p>
Link ->	<a href="#">Avid</a>
5/8/25	<p>Submit new vendor requests in Team Dynamix (TDX) and attach the appropriate IRS form (<b>W-9 or W-8Ben</b>), no later than this date <b>for all new payment recipients</b></p> <p>*Reminder: It's essential to note that the IRS Form W-9 is for U.S. or resident alien students, while the IRS Form W-8BEN is for nonresident alien students. According to IRS regulations, award payments made to nonresident aliens may be subject to up to a 30% withholding tax</p>
Link ->	<a href="#">W-9</a>
Link ->	<a href="#">W-8</a>
Link ->	<a href="#">Team Dynamix</a>
5/8/2025	<p>Commencement receptions require a SBF Purchase Order.</p> <p>*Please email the <b>Purchase Requisition form</b> along with a business justification, event invitation, list of attendees with relationship and quotation to <b>SBF_PO@stonybrookfoundation.org</b> by this date</p>
Link ->	<a href="#">Purchase Requisition Form</a>
Email Link ->	<a href="mailto:SBF_PO@stonybrookfoundation.org">SBF_PO@stonybrookfoundation.org</a>
5/31/2025	Last day to submit requests to open a Purchase Orders for the current fiscal year (FY24/25)
5/31/25	Last day to submit and approve Avid transactions
6/10/25	Last Day to submit ALL invoices against existing Purchase Orders
6/16/25	<p>Last day to submit your <b>Concur</b> Travel reimbursable expenses, which must be reviewed and approved by your Supervisor, for processing</p> <p>*All Travel expenses must be approved by directors or signatories no later than 6/23/2025 <span style="float: right;">*All</span></p> <p>Travel expenses must be accrued by 6/30/2025 in order to be paid with 24/25 funds</p>
Link ->	<a href="#">Concur</a>
6/30/25	<p><b>*NEW PROCEDURE*</b>: ALL open Purchase Orders will be disencumbered by this date. Departments will receive an email identifying existing purchase orders with instructions to review and identify those PO's to be re-opened for the FY25/26 fiscal year. All requests should be sent to <a href="mailto:SBF_PO@stonybrookfoundation.org">SBF_PO@stonybrookfoundation.org</a></p> <p><b>*Please note that there will be no exceptions to this policy*</b></p>
6/30/25	All goods and services against Purchase Orders must be received or completed by this date in order to be paid with 24/25 funds. Goods received and services completed after this date will be paid with 25/26 funds
6/30/2025	Last Day of the fiscal year
<b>Please Note</b>	
Summer / Winter Session FY25/26	<p>Stipend forms should be submitted through the <b>Avid portal</b></p> <p>*Please note that Stipends are designated for services performed during the summer and/or winter sessions</p>
Link ->	<a href="#">Avid</a>
Scholarships FY 25/26	<p>Please submit a requisition form along with all required documentation to Financial Aid at the following email address: <a href="mailto:Daniella.Steuer@stonybrook.edu">Daniella.Steuer@stonybrook.edu</a>, and cc: <a href="mailto:nicholas.prewett@stonybrook.edu">nicholas.prewett@stonybrook.edu</a></p> <p>*Please note that the requisition should note that all students meet the criteria</p>
Payments FY 25/26	<p><b>Stony Brook Foundation (SBF) no longer has check printing capabilities</b></p> <p>**Payees will receive an email from J.P. Morgan Concourse with the subject: "You Have Received a Payment from Stony Brook Foundation, Inc." The email will have the payment details with a link to register and accept payment</p> <p>** Registration is required upon first use only</p> <p>**Payees with a U.S. bank account, can register using either their SBU school or personal email address</p> <p>**Payees with bank accounts outside the U.S., can opt to be paid by wire transfer, or JP Morgan Concourse can mail a check to their local U.S address.</p> <p><b>**Important:</b> If the payee elects not to register for ACH or ignores their e-mail notification, the payment will be sent via check 7 days after the email is sent by JPMorgan Chase Concourse</p>

\*There are **NO** exceptions on cut-off dates.