

STONY BROOK FOUNDATION CALENDAR REMINDERS

FY 2026 Dates - for all SBF Funds

Date	Item
Orders for goods and services charged to the 2025/26 fiscal year must be received no later than June 30, 2026. Goods received and services completed after 6/30/2026 will be paid with 26/27 funds.	
5/8/2026	<p>All Commencement Award Payments and required documentation should be submitted in Avid by this date. *Avid transactions not approved by 5/22 will not be processed, and must be resubmitted by the user in July 2026</p> <p>*This will allow for payments to be processed and issued by Tuesday, 6/30/26</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 ->	Avid
5/8/2026	<p>Submit new vendor requests in Team Dynamix (TDX) and attach the appropriate IRS form (W-9 or W-8Ben), no later than this date for all new payment recipients</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 ->	W-9
Link ->	W-8
Link ->	Team Dynamix
5/8/2026	<p>Commencement receptions require a SBF Purchase Order.</p> <p>*Please email the Purchase Requisition form along with a business justification, event invitation, list of attendees with relationship and quotation to SBF_PO@stonybrookfoundation.org by this date</p>
Link ->	Purchase Requisition Form
Email Link ->	SBF_PO@stonybrookfoundation.org
5/30/2026	Last day to submit requests to open a Purchase Orders for the current fiscal year (FY25/26)
6/12/2026	Last Day to submit ALL invoices against existing Purchase Orders
6/12/2026	<p>Last day to submit your Concur 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 6/19/2026</p> <p>*All Travel expenses must be accrued by 6/30/2026 in order to be paid with 25/26 funds</p>
Link ->	Concur
6/30/2026	<p>*NEW PROCEDURE*: 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 FY26/27 fiscal year. All requests should be sent to SBF_PO@stonybrookfoundation.org</p>
6/30/2026	All goods and services against Purchase Orders must be received or completed by this date in order to be paid with 25/26 funds. Goods received, and services completed after this date, will be paid with 26/27 funds
6/30/2026	Last Day of the fiscal year
Please Note	
REIMBURSEMENTS	<p>Relocation Expenses: SBF does not reimburse relocation expenses to employees. These costs must be submitted and processed through Payroll.</p> <p>Employee Equipment Purchases: SBF does not reimburse employees for equipment purchased with personal funds. All equipment must be procured through SBF using an approved purchase order by submitting a request to SBF_PO@stonybrookfoundation.org.</p> <p>Human Subjects / Animal Services: SBF does not process payments for services performed on human subjects or animals. These invoices must be submitted on a purchase order by submitting a request to SBF_PO@stonybrookfoundation.org.</p>
Summer / Winter Session FY26/27	<p>Stipend forms should be submitted through the Avid portal</p> <p>*Please note that Stipends are designated for services performed during the summer and/or winter sessions</p>
Link ->	Avid
Scholarships FY 26/27	<p>Please submit a requisition form along with all required documentation to Financial Aid at the following email address: Daniella.Steuer@stonybrook.edu, and cc: nicholas.prewett@stonybrook.edu</p> <p>*Please note that the requisition should note that all students meet the criteria</p>
Payments FY 26/27	<p>Stony Brook Foundation (SBF) no longer has check printing capabilities</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>**Important: 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.**