

From: [Jo-Ann Daniels](#)
Subject: SBF October 2021 Monthly Accounting Reports & important information
Date: Tuesday, November 16, 2021 4:08:57 PM

The October 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: stonybrook.edu/services/sbu-reporting.

Requisitions that include Food and Beverages

The Stony Brook Foundation is prohibited from paying for holiday or social events. All Requisitions that include food and beverages must include:

- A documented business purpose
- Justification as to how the request meets donor's intent and the department's mission
- List of all attendees with business relationship
- Agenda with topics discussed

SBF is in the process of reviewing food and beverage expenses within our current policy and procedures. We anticipate updates to the policy. Once the policy is updated, notification will be sent out and it will be available on our website.

The Stony Brook Foundation Business Office will be closed on Friday, November 26, 2021. Please plan your business needs accordingly.

We wish you and your family a healthy & safe holiday season!

If you have any questions, please contact us.

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