

**From:** [Jo-Ann Daniels](#)  
**Subject:** SBF January 2021 Monthly Accounting Reports  
**Date:** Tuesday, February 9, 2021 9:54:43 AM

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The January 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>.

As a reminder...

### **Payment Requisition Form**

In order to expedite the payment process please include the following:

- Completed IRS W9 or appropriate W8 form for all payees except for employee reimbursements.
- Original itemized receipts, invoices and relevant back up documentation to support the payment.
- Detailed business justification that includes how the payment will benefit your department in fulfilling donors intent.

If the Account Director is seeking reimbursement, please secure his or her immediate supervisor's signature for approval before the Requisition is submitted for processing.

If you have any questions, please contact us.

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