



### *Mailroom*

*Thomas Nieman is the newly hired Assistant Coordinator of Communication Services, effective November 6th, 2017.*

*In his new position he will be responsible for all incoming and outgoing USPS mail, packages, internal mail, and package deliveries throughout the UC community.*

*Thomas can be contacted by email at [thnieman@utica.edu](mailto:thnieman@utica.edu) or by calling X3144*

*Taking a candidate out to Lunch? Or a Prospective Donor to Dinner? Whatever it may be, we have worked with various local restaurants on direct billing:*

*Aqua Vino*

*Delmonico's Italian Steakhouse*

*Michael T's Restaurant*

*Phoenician*

*Symeon's Greek Restaurant*

### *HOTELS*

We recently added new contracts for the following hotels in New York and Florida:

#### **DOUBLETREE BY HILTON – UTICA, NY**

DoubleTree by Hilton formally known as Hotel Utica was recently fully renovated with today's amenities. Guests benefit from the unique hotel layouts with spacious rooms and bathrooms. We have negotiated excellent rates as low as \$119 a night. Please use the [DoubleTree by Hilton](#) link for booking.

#### **COURTYARD BY MARRIOTT & RESIDENCE INN BY MARRIOTT – MIRAMAR, FL**

We now have special rates with the Courtyard Marriott and the Residence Inn by Marriott Ft. Lauderdale SW/Miramar. When making reservations please be sure to reference Corporate Code YPJ and identify yourself under the Utica College name. When completing reservations online at [www.marriott.com](http://www.marriott.com) please enter the Corporate Code YPJ under special rates when completing reservations to receive the negotiated rate.

### *FURNITURE REQUESTS*

In an effort to manage the inventory in the pole barn and also ensure that we prioritize our furniture needs, all requests for furniture – including requests to check the pole barn for available used furniture, should be sent via email to Bobbi Smorol, Director of Business Services, [bsmorol@utica.edu](mailto:bsmorol@utica.edu) who will review requests with the Space Committee. This will help us ensure that offices, classrooms, and labs that are in the greatest need receive first priority.

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*Do not commit Utica College financially in any way without completing a purchase requisition and receiving a Purchase Order.*

*No Purchase Order – No Purchase!*

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Still looking for gifts for your loved ones this Holiday Season? Consider Freeman and Foote Jewelers! Freeman and Foote Jewelers has offered 20% off their store merchandise and special orders to all Utica College employees and students. To receive the 20% off your purchase you will need to show them your current employee or student ID at checkout. This benefit is offered all year round and layaway is available as well.

Freeman and Foote Jewelers is a family owned business for over 92 years. They are owned and operated by a Utica College Alumni Ms. Heidi Foote and located just a few doors down from the Clark City Business School at 165 Genesee Street, Utica, NY 13501.



# BUSINESS SERVICES NEWSLETTER



## AMAZON TAX EXEMPTION ISSUES

### TAX EXEMPTIONS

#### We are tax exempt in the following states:

Colorado	Kansas	Minnesota	North Dakota
Florida	Kentucky	New Jersey	Ohio
Idaho	Maine	New York	Texas
Iowa	Michigan	North Carolina	Wyoming
Illinois			

We are aware that some of the orders placed on Amazon Business have included sales tax. This is caused by third party vendors who are not yet a participant of the Amazon's tax exemption program (though over 90% of the vendor are). As a result you will need to pay the tax and then request a refund (these are processed fairly quickly). Instructions below:

Tax Exempt Forms can be found on our Purchasing Website under [Forms and Instructions](#) Link or under the [One Card](#) Link.

For products sold by Amazon.com LLC or Amazon Digital Services, Inc., or sold by other sellers and fulfilled by Amazon:

#### \*\*NOTE\*\*

1. Place your order and wait for your shipment confirmation.
2. Submit your tax exemption documentation for the state to which your items shipped by e-mail in order to receive a refund of any sales tax. You may send scanned copies in PDF format to [tax-exempt@amazon.com](mailto:tax-exempt@amazon.com). For more information on tax exempt documentation, go to [Tax Exempt Documentation](#).

- Rental car reservations made in states other than NY, require a tax exempt form. Please be sure to supply them with the tax exempt form for the state which you are renting from during your travel.
- Minnesota and Illinois do not honor tax exemptions for Hotels unless your hotel stay is 30 days or over.

#### Important: Please include the following:

### COPY CENTER

- Your order number (17 digits in this format: XXX-XXXXXXXX-XXXXXXX).
- E-mail address.
- Acceptable proof of your exempt status (as outlined above).
- The name of the seller who sold the item(s) completed on the exemption documentation.
- The name of the organization that purchased the item(s).

The mission of the [UC Copy Center](#) is to provide convenient, economical and quality printing services to Utica College. We offer a wide variety of paper types, printing features and finishing options to ensure that your printed product is created the way you envisioned.

If you should have any questions at all please contact Amanda Tutino at [Amtutino@utica.edu](mailto:Amtutino@utica.edu) or x3128

By utilizing the UC Copy Center, you will receive the most cost efficient duplicating and printing services with benefits such as flexibility, confidentiality, convenience and a faster turnaround time.

## COLLEGE CONTRACTS & AGREEMENTS

We recommend submitting all print jobs through [Digital Storefront](#). Digital Storefront allows users to submit jobs electronically as well as being priced at the time of submission which helps in monitoring your budget. Files can be uploaded from anywhere and you can access past jobs, job status etc. If you do not have a log in please email Lisa at [ccenter@utica.edu](mailto:ccenter@utica.edu). Print jobs can also be submitted by emailing to [center@utica.edu](mailto:center@utica.edu) but pricing will not be given upfront at the time of order. For large orders, please call Lisa at x3145 for a quote.

All contracts are maintained within the Purchasing Department. Please be sure to send a copy of fully executed contracts to our office for record keeping.

### ONE CARD



When One Card (UC Credit Card) is issued, every cardholder signs an Agreement Form. On this Form, you agree to purchase approved goods for your department. You also agree to reconcile your One Card every month. As a One Card holder, the key control for external fraud is you.

If you are using digital storefront for the first time, please contact the copy center by email at [ccenter@utica.edu](mailto:ccenter@utica.edu) / [lmudrie@utica.edu](mailto:lmudrie@utica.edu) or by calling X3145 to request access.