

**From:** [Jo-Ann Daniels](#)  
**Subject:** SBF November 2021 Monthly Accounting Reports and important information  
**Date:** Thursday, December 9, 2021 4:23:05 PM

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The November 2021 monthly accounting reports are available in SBU Reporting: For more information on SBU Reporting for Finance and how to get access, please click the link: <http://it.stonybrook.edu/services/sbu-reporting>.

The Stony Brook Foundation will be closed for business on Friday, December 24th. Please plan your business needs accordingly and kindly share this information with your staff.

As a reminder...

SBF does not process payments or reimbursements for the purchase of gift cards.

### **Disbursement Transactions**

The Stony Brook Foundation will be issuing checks on Mondays for the weeks of December 20th and December 27th.

### **Deposit Transactions**

Please submit December gifts by Wednesday, January 5th. This will ensure accurate year-end tax receipts are issued to donors. In order for SBF to be compliant with IRS regulations, December checks submitted to SBF after December 31st will require the postmarked envelope it was delivered in to accompany the Gift Transmittal Form. This will serve as evidence of the gift date. If the postmarked envelope is missing, the check will be processed as a January check. Credit card transactions must be processed and settled by December 31st in order to be recorded as December transactions.

December deposit transactions received after Monday, December 27th will be reflected in the January 2022 monthly accounting report. If you process January transactions during this time, please complete a separate transmittal form for the January deposit activity.

### **AvidXchange open training sessions**

The following dates are available to schedule your AvidXchange training:

- Tuesday, 12/21 - 10:30 AM - 11:30 AM
- Wednesday 12/22 - 10:30 AM - 11:30 AM
- Thursday 12/23 - 2:00 PM - 3:00 PM
- Wednesday 1/5 - 10:30 AM - 11:30 AM
- Thursday 1/6 - 2:00 PM - 3:00 PM
- Tuesday 1/11 - 10:30 AM - 11:30 AM
- Thursday 1/13 - 2:00 PM - 3:00 PM

Please email Tim Murphy at [timothy.murphy@stonybrookfoundation.org](mailto:timothy.murphy@stonybrookfoundation.org) with the session that works for you and your team.

**The Stony Brook Foundation wishes you and your family a happy, healthy and safe holiday season!**

If you have any questions, please contact us.

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