

FINANCIAL MANAGEMENT - Box 130
(718) 270-3056 Fax: (718) 270-3850

The Financial Management Office is responsible for providing institutional financial reporting services:

- Revenue/expense journals
- Campus Expenditure Reports/accounting reports
- Vendor utilization analyses
- Employee overtime reports
- Utility billing and recharge reports
- Bank reconciliations
- Local chart of accounts/Payroll Distribution Module/Personnel Data System
- Web Account System



HOSPITAL FINANCE - Box 71
(718) 826-4901 Fax: (718) 826-6093

Hospital Finance is responsible for all financial matters directly related to the University Hospital of Brooklyn. The office oversees the following departments:

- Hospital Accounting (718) 826-4912
- Hospital Budgeting (718) 826-4910
- Hospital Reimbursement (718) 826-5041
- Inpatient Business Office (718) 826-4966
- Outpatient Business Office (718) 826-5038
- Medical Records (718) 270-4209
- Outpatient Registration (718) 270-2503
- Hospital Clinical Systems (718) 826-4902
- Hospital Financial Systems (718) 826-4903

HSCB FOUNDATION, INC. - Box 1219
(718) 270-3148 Fax: (718) 270-3845

The Foundation is a not-for-profit tax-exempt corporation established to manage and promote education related activities for the students and faculty of the Downstate Medical Center. It receives and manages bequests, donations, endowments, charitable unitrusts and other funds which are non-State revenue. The Foundation also provides bookkeeping and banking services to the institution, owns real estate and operates a parking lot.

IFR OFFICE - Box 1217
(718) 270-1122 Fax: (718) 270-1100

The Income Fund Reimbursable (IFR) Office is responsible for monitoring the fiscal integrity of Downstate Medical Center's IFR accounts and managing the funds received from Kings County Hospital Center and other affiliates.

INFORMATION SERVICES - Box 17
(718) 270-2431 Fax: (718) 270-1271

The Information Services Division provides a broad array of computing services and resources to the Downstate Medical Center:

- Develops and maintains computing applications
- Administers the data center and systems service
- Maintains and updates the system network
- Provides technical support to Downstate Medical Center through the centerwide HelpDesk (718) 270-4357.

PAYROLL OFFICE - Box 10
(718) 270-1139 Fax: (718) 270-4143

The Payroll Office is responsible for:

- Processing payroll
- Making payroll adjustments
- Keeping records of timesheets
- Distribution of payroll checks
- Processing tax withholding, health insurance payments and various deductions for pension, saving accounts, SEFA donations, etc.

RESEARCH ADMINISTRATION - Box 69
(718) 270-1178 Fax: (718) 270-1407 or 6757

The Office of Research Administration assists the investigators by providing Human Resource (personnel and payroll) support for sponsored program employees, administration of the effort certification, Income Fund Reimbursable, and cost sharing systems, procurement of supplies, equipment and services, and monitoring the on-going status of research accounts.



SUNY
DOWNSTATE
Medical Center

FINANCE DIVISION

For more information, please visit the Office of the Senior Vice President and Chief Financial Officer in Room 1-62, Basic Science Building,

or contact us by:

Telephone: (718) 270-3176

Fax: (718) 270-4161

Email: finance@downstate.edu

or visit our website at:

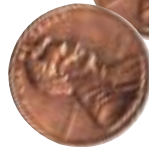
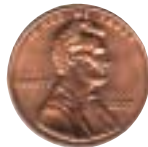
<http://www.downstate.edu/finance>

450 Clarkson Avenue, Box 65
Brooklyn, NY 11203-2098

FINANCE DIVISION

Under the direction of the Senior Vice President and Chief Financial Officer, the Finance Division's goal is to maintain the financial health of Downstate Medical Center and employ good financial systems to support medical education, scientific research and healthcare delivery. The Finance Division is made up of the following departments:

- Administrative Services
- Budget Administration
- Bursar's Office
- Capital Budget
- Contracts and Purchasing
- Expenditure Processing
- Faculty Student Association, Inc.
- Financial Management
- Hospital Finance
- HSCB Foundation, Inc.
- IFR Office
- Information Services
- Payroll Office
- Research Administration



ADMINISTRATIVE SERVICES - Box 2001 (718) 270-2186 Fax: (718) 270-3342

The Office of Administrative Services oversees the following services:

- Central Receiving (718) 270-1217
- Central Stores (718) 270-1514
- Mail Services (718) 270-1175
- Property Control (718) 270-1465
- Quick Copy Center (718) 270-1117
- Telecommunications (718) 270-2433

BUDGET ADMINISTRATION - Box 124 (718) 270-1116 Fax: (718) 270-1067

The Office of Budget Administration is responsible for the financial analysis, planning and management of Downstate Medical Center resources, including:

- Budget process
- Financial reports
- Revenue projections
- Departmental funding
- Centerwide funds management

BURSAR'S OFFICE - Box 1206 (718) 270-1078 Fax: (718) 270-4501

The Bursar's Office is responsible for reporting and disbursing to the State Comptroller all money received at the Downstate Medical Center:

- Tuition and fees
- Library fines and fees
- Residence Hall rent
- State parking fees
- Admissions deposits

The office also disburses all Federal, State and local loan and scholarship program checks.

CAPITAL BUDGET - Box 13 (718) 270-2394 Fax: (718) 270-3760

The Design and Construction Division of the Facilities Management and Development Office is responsible for the planning of the capital budget as well as the institution's strategic plans.

CONTRACTS - Box 113 and PURCHASING - Box 63 Contracts: (718) 270-1132 Fax: (718) 270-3342 Purchasing: (718) 270-3198 Fax: (718) 270-4413

The Contracts Department prepares and issues requests for proposal and invitations for bid, structures agreements, reviews and negotiates service and lease agreements for the campus.

The Purchasing Office organizes and administers the centralized purchasing service for the institution. It is also responsible for implementing and monitoring the Procurement Card and Business Travel Account programs.

EXPENDITURE PROCESSING - Box 54 (718) 270-1990 Fax: (718) 270-3375

The Office of Expenditure Processing is responsible for processing all department vouchers against funds from State of New York, Hospital, Dormitory, Endowment and Income Fund Reimbursable:

- Standard and travel vouchers
- Purchase orders

FACULTY STUDENT ASSOCIATION, INC. - Box 1219 (718) 270-3148 Fax: (718) 270-3845

The Faculty Student Association provides services to the campus as a not-for-profit auxiliary service corporation and operates the following services:

- University Book Store (718) 270-2486
- Hospital Gift Shop (718) 270-1713
- Café 101 (Student Center) (718) 270-2449
- Theater Ticket Club (718) 270-1071
- Downstate Card (718) 270-4600
- Patient TV and Telephone rental (718) 270-2209
- Vending machines, Laundry services, ATM and banking - Repair hotline (718) 270-2900

