Teleconference Services - InterCall Payment Instructions

InterCall is Stony Brook’s preferred vendor for Teleconference Services. Please note that InterCall will bill each department directly via e-mail for this service.

To be prepared for the receipt of these bills, payment may be made in the following ways:

Hospital Accounts:

All hospital bills should be e-mailed directly to Hospital A/P (Louise Boyd) for payment by InterCall. If you do receive one accidentally, please forward it to Patricia Hoversen on Lotus Notes so that the billing information can be corrected. You should also send that e-mail to Louise Boyd in Hospital A/P with an OK to pay and note PO# 721604 and your cost center number in the e-mail.

West Campus and HSC Accounts:

1. You can pay by Procurement Card. Complete the Credit Card Information on the first page of the invoice and fax it to the number provided.

2. You can pay using State Funds. Main Campus PO# is 100145C – Please encumber funds on the State PO by sending an e-mail to John Mastromarino with the amount you want to encumber and your account number and make sure you reference that it is for InterCall and the PO# is 100145C.

3. Research Foundation Funds. If you are going to pay using RF funds you will need to request a blanket PO for these services and you can reference that it is under NYS Contract:
   - Contract Name: Telecommunication Services
   - Group Number: 77017
   - Award Number: 20268
   - Contract #: PS63101

   Vendor Information:
   - Intercall
   - 8420 W. Bryn Mawr - Suite 400
   - Chicago, IL 60631
   - FED ID#58-1942497
   - Sales Rep - Joseph Kirch, Ph 631-261-1781, E-mail: jkirch@intercall.com
   - Website: www.intercall.com/sbu

4. If paying by any other source of funds, you will have to contact that area to determine what would be the payment process.