

# The City College of New York

## FROM CCNY FINANCE: FY22 CLOSE OUT DATES 6.15.2022

Dear College Community,

As part of the College's fiscal year 2022 close, the College Fiscal Affairs Office would like to remind you of the following key dates:

- The last day for Edge/Grainger Punch-out requisitions is **Thursday, June 16, 2022**. All unapproved and budget error requisitions will be automatically removed by Central Office on **Friday, June 17, 2022**. If you have not received your items on or before June 30, please note that you will need to resubmit a new requisition to pay the invoices in FY23.
- All items received on or before June 30, 2022 must be receipted into CUNYfirst by **Friday, July 8, 2022** close of business. Failure to receipt on or before this date may result in your expenses being charged to your department's FY23 budget.
- **Tuesday, July 5, 2022** is the last day to reconcile P and NET card transactions for FY22.
- **Friday, July 8, 2022** is the last day to enter and have approved expense Reports into CUNYfirst for FY22.

Pursuant to State Finance Law, all invoices must be paid within net thirty (30) days. Subsequently, all end users are required to receipt items in CUNYfirst with the appropriate documentation promptly. Any late payments will automatically incur a prompt payment fee of 4% of the invoice value, calculated by the State and not reversible. It will be charged to your department's budget. If funds are not available in FY22, it will be reduced from your FY23 budget.

Reminder: The shipments of goods procured by the CCNY Fiscal Affairs Office were sent to Central Receiving located in room 24 of the Marshak Science Building. If you have not already done so, please retrieve these items from Central Receiving as soon as possible. End users must contact Central Receiving and schedule a time to coordinate any pick up. If you have any questions regarding delivery of items, please speak directly with Central Receiving.

Please share this e-mail with your respective teams. If you have any questions, please email [ap@ccny.cuny.edu](mailto:ap@ccny.cuny.edu).

Thank you,  
CCNY Fiscal Affairs Office