



**Re: FY 2022 Year-end disbursement Requests**

Dear colleagues:

In order to timely process for the year-end closing, we are requesting the departments to submit all Disbursement Requisition Forms (the “Forms”) for the fiscal year 2022 to Financial Accounting Office as soon as possible. Per CUNY Central Office’s requirement, transactions of all related entities need to be posted into CUNYfirst by July 29, 2022.

**Accounts with the Foundation for City College, CCNY Bursar Special, Student Association, Auxiliary Enterprise, Center for the Arts, and School of Medicine** – Please submit the Forms for fiscal year 2022 by July 15, 2022. Forms received after July 15, 2022 will be delayed for payments, and considered as payments for fiscal year 2023.

**Accounts with Trust & Gifts** – Please submit the Forms for fiscal year 2022 by June 15, 2022. According to the instructions from CUNY Central Office, withdraws made from CUNY Investment Pools after June 23, 2022 will be deemed as payments for the following year and charged to budget of the following year, no matter what the invoice dates and disbursement request dates are. Please ask the vendors to provide you the invoices as soon as possible, and contact us if you are unable to submit the Forms for fiscal year 2022 on time.

As a reminder, accounts with CCNY Bursar Special, Student Association, Auxiliary Enterprise, Center for the Arts, and School of Medicine should follow the procurement procedures as instructed by CUNY Central Office and CCNY Procurement team before submitting the Forms.

Please share this email to the related persons in your departments, and contact us if you have any questions. Your assistance is highly appreciated.