Fiscal Year (FY) 2016/2017 End-of-Year Requisitions

The cut-off for CUNYfirst FY 16/17 approved requisitions is **Friday, March 31, 2017**. Please note that we can only accept requisitions that have passed departmental and category approvals, and valid budget check in CUNYfirst. Requisitions approved in CUNYfirst by the March 31, 2017 deadline will be processed on a priority end-of-fiscal-year basis by CCNY Procurement.

Departments are strongly encouraged to review their end-of-fiscal-year purchasing needs now, and to submit requisitions over the next few weeks in order to meet the March 31, 2017 cut-off. To avoid any unnecessary delay in the processing of your requisitions, prior to entering purchase requests into CUNYfirst, each department should verify that there is sufficient budget available in their account by accessing the following query in CUNYfirst: CU_BUDGET_OVR_EXP_DEPT_SR. Questions about your specific department’s budget should be directed to Eva Medina, emedina2@ccny.cuny.edu.

In accordance with University regulations and New York State Finance Law, please be reminded that FY 16/17 tax levy funds may only be used for goods and services received on or before June 30, 2017.

Goods and/or services received after June 30, 2017, must be charged to the new fiscal year beginning July 1st, and will require the submission and processing of new fiscal year requisitions, purchase orders and receipts.

**Procurement Cards (P-Cards)**

P-cards will be **suspended** on **March 31, 2017**. If departments have P-card eligible transactions after March 31, 2017, please contact **Purchasing**.
Fiscal Year (FY) 2016/2017 Invoice Payments

Payment of invoices with FY 2016/2017 funds requires the following:

- Goods and/or services must have been received on or before June 30, 2017;
- Invoices must have properly authorized FY 16/17 purchase orders;
- Receipts with copies of appropriate documentation (e.g., packing slips, delivery slips, bills of lading, field service reports; and/or shipment receipts from third party carriers etc.) must be entered into CUNYfirst; and
- Invoices with original documentation (e.g., packing slips; bills of lading; field service reports; and/or shipment receipts from third party carriers) must be submitted to the Accounts Payable Department, Wingate Hall Room 112 on or before July 28, 2017. Invoices must be signed, indicate date of receipt of goods and/or services, and acknowledge the date that goods and/or services were received satisfactorily (if different than the date of receipt).

Travel

Approved travel that occurs prior to June 30, 2017 is eligible to be charged to the 16/17 Fiscal Year provided that sufficient funds are available in your travel allocation. Please enter all expense reports as close to your return to campus as possible, but no later than July 11, 2017.

We appreciate your attention and follow-up to making the end-of-fiscal year process a successful one. Please feel free to contact us at purchasing@ccny.cuny.edu or ap@ccny.cuny.edu if you have any questions and/or need assistance.

c: L. Zinnanti