

**CCNY Procurement Bulletin**

To: All Departmental Procurement Liaisons

From: Felix Lam, Vice President of Finance

Subject: Fiscal Year End Processing and State Financial System (SFS) Shut Down

Date: March 6, 2018

**Fiscal Year 2017-2018 End-of-Year Requisitions**

The cut-off for CUNYfirst FY 17/18 approved requisitions is **Friday, March 23, 2018**. 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 23, 2018 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 23, 2018 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 2017-2018 tax levy funds may only be used for goods and services received on or before Friday, June 29, 2018.**

Goods and/or services received **after** Friday, June 29, 2018, must be charged to the new fiscal year beginning July 2nd, and will require the submission and processing of new fiscal year requisitions, purchase orders and receipts.

Additionally, please also note that the State Financial System (SFS) will be **closed from March 29, 2018 to April 5, 2018** for fiscal year-end processing.  During this period, purchase orders cannot be entered or generated.

**Procurement Cards (P-Cards)**

P-cards will be **suspended** on **March 23, 2018.**  It is **imperative** that departments that have on-going and recurrent P-card transactions contact [Accounts Payable](mailto:AP@ccny.cuny.edu?subject=On-Going%20and%20Recurrent%20P-card%20transactions) **before this March 23, 2018 deadline,** to ensure continuity. Failure to contact [Accounts Payable](mailto:AP@ccny.cuny.edu?subject=On-Going%20and%20Recurrent%20P-card%20transactions) **before March 23, 2018,** may result in declined transactions and loss of services.

**Fiscal Year 2017-2018 Invoice Payments**

Payment of invoices with FY 2017-2018 funds requires the following:

* Goods and/or services must have been received on or before Friday, June 29, 2018;
* Invoices must have properly authorized FY 2017-2018 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 27, 2018**. 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, 2018 is eligible to be charged to FY 2017-2018, 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 10, 2018.

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](mailto:purchasing@ccny.cuny.edu) or [ap@ccny.cuny.edu](mailto:ap@ccny.cuny.edu) if you have any questions and/or need assistance.

cc: L. Zinnanti

E. Medina

M. Scott

