

**Memo**

To: All Department Procurement Liaisons

From: Brian Genzmann, Director of Business and Fiscal Affairs

Date: March 4, 2019

Re: Fiscal Year 2019 – Year‐End Processing

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The City College of New York, as part of The City University of New York, ends its current fiscal year on Sunday, June

30, 2019. As the College begins to prepare for the closing of Fiscal Year 2019 (FY19), we request your support and compliance in ensuring an orderly and effective year‐end process by adhering to key dates and deadlines included below. Please review this information and share it with the appropriate individuals in your respective departments.

***End‐of‐Year Requisitions:***

The deadline for CUNYfirst FY19 approved requisitions is **Friday, March 22, 2019**. The Purchasing Department can only accept requisitions that have both departmental and category approvals, and valid budget check acceptance in CUNYfirst. As we move closer to March 22, there is a higher probability that requisitions will be in “budget error status” in CUNYfirst. It is up to the Department to check each requisition to ensure that there is enough budget capacity to support the request. To avoid any unnecessary delay in the processing of Department requisitions, each Department should verify whether sufficient funds are available in their respective accounts by running a financial query in CUNYfirst: CU\_BUDGET\_OVR\_EXP\_DEPT\_SR. Questions about each Department’s budget are to be

directed to Eva Medina, Director of Budget, at emedina2@ccny.cuny.edu.

Any requests after March 22 will be honored on a case‐by‐case basis with direct approval by Chief Financial Officer Felix Lam with the request originating from the Dean of each school. Priority will be assigned to requisitions that are for the purposes to resolve an emergency nature. After March 22, all confirmatory orders – which are not permitted by New York State or CUNY, and ultimately bypass internal controls – will automatically be sourced after July 1 and charged to the Department’s Fiscal Year 2020 (FY20) budget. Additional budget will not be assigned to your Department to support these charges and the vendor will not be paid until after August 2019. Additionally, a 5%

late payment fee will be automatically added to the vendor’s invoice from the Merchandise/Invoice Received Date, and correspondingly charged to your FY20 operating budget.

As a reminder, end‐users should NOT place an order or engage in an agreement that obligates the College for payment, in exchange for goods/services without a valid purchase order being issued by the Purchasing Department.

Departments are strongly encouraged to review their end‐of‐year purchasing needs upon receipt of this memo and submit requisitions in order to meet the Friday, March 22, 2019 deadline. This includes a review of open purchase orders to determine if they represent purchases that are projected to be incurred by June 30. Based on this review, an increase (by submitting a CUNYfirst requisition) or decrease (by emailing Kisha Greene, Purchasing Director, at kgreene@ccny.cuny.edu) should be requested. Please remember that an open encumbrance will reduce the Department’s budget availability, and thus, managing encumbrances is an integral part of good budget management.

FY19 funds must only be used for goods and services received on/or before **Sunday, June 30, 2019**. Please note that the College’s last operating day for FY19 is **Thursday, June 27, 2019**. Goods and/or services received after Sunday, June 30, 2019 will be charged to the FY20 budget, and will require the submission and processing of new fiscal year requisitions, purchase orders, and receipts. Additional funds will not be added to Fiscal Year 2020 to cover expenses related to the late receipt of goods and services from FY19.

The State Financial System (SFS) will be closed beginning **Thursday, March 28, 2019** for fiscal year‐end processing. During this period, purchase orders cannot be entered or generated. Please plan appropriately for orders that are necessary during this period of time.

***Procurement Cards (P‐Cards):***

P‐Card activity will be suspended beginning **Friday, March 22, 2019** until **Monday, July 15, 2019**. Any departments, which have recurrent P‐card transactions, must contact the Accounts Payable Department prior to Friday, March

22, 2019, to ensure continuity and avoid loss of service. If departments fail to contact the Accounts Payable

Department prior to this date, any transactions may be declined.

As a reminder, p‐card transactions must be reconciled within five (5) days of the transaction being uploaded into CUNYfirst. The last reconciliation date is **Thursday, July 11, 2019**. Any p‐card transactions reconciled after this date will be charged to the Department’s FY20 budget and no additional funds will be added to the Department’s budget to support these late reconciliations. P‐card users who fail to reconcile their transactions within the prescribed timeframe mandated by CUNY Central will also see their Single Transaction Limit reduced to $1.00 and may lose their p‐card privileges.

***Receipts in CUNYfirst & Invoice Payment Processing:***

To ensure the payment of invoices for FY19, the following items will be strictly enforced:

1) Goods and services must have been received on or before **Sunday, June 30, 2019**;

2) Invoices must have been properly authorized by FY19 purchase orders;

3) Receipts with copies of appropriate documentation (i.e. packing slips, delivery slips, bills of lading, field service reports, and/or shipment receipts from third party carriers) must be entered into CUNYfirst on or before **Thursday, July 25, 2019**;

4) Invoices with original documentation (i.e. packing slips, bills of lading, field service reports, and/or shipment receipts from third party carriers) must be submitted to the Accounts Payable Department on or before **Thursday, July 25, 2019**. Invoices must contain a signature; include a date of receipt of goods and/or services; and have an acknowledgement of a date the goods and/or services were received satisfactorily (if different from the date of receipt).

5) Please advise if the invoice received is final by indicating on the invoice “final invoice.” This will allow the automatic liquidation of outstanding encumbrances and will free up the funds to be used for other purposes.

***Travel:***

All travel authorizations must be submitted and approved in CUNYfirst on or before **Friday, June 14, 2019** for travel that is expected to occur on or before Sunday, June 30, 2019. All expense reports are to be completed as close to a traveler’s return as possible, but no later than **Monday, July 15, 2019**. Any expense report submitted beyond this date will be charged to the Department’s FY20 budget.

***Upcoming Training & Walk‐In Session:***

The Accounts Payable and Purchasing Departments will be hosting training on fiscal year‐end close matters on

**Tuesday, March 12, 2019 from 2:00 PM ‐ 4:00 PM EST** in North Academic Center, Room 5/212. We recommend that all staff that are responsible for your Department’s requisition management to attend.

The Accounts Payable Department will also be hosting a workshop session for end‐users to ask questions specific to their Departments on **Friday, March 15, 2019 from 2:00 PM – 4:00 PM EST** in North Academic Center, Room 5/212.

Below please find a chart with all relevant dates and tasks described above:

**FISCAL YEAR 2019 CLOSEOUT SCHEDULE**

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| **Date** | **Deadline for Task** |
| Tuesday, March 12, 2019, 2:00 PM – 4:00 PM EST North Academic Center, Room 5/212 | Training from Accounts Payable & PurchasingDepartments |
| Friday, March 15, 2019, 2:00 PM – 4:00 PM ESTNorth Academic Center, Room 5/212 | Accounts Payable Department Walk‐In Session |
| Friday, March 22, 2019 | All FY19 Requisitions must be entered, approved, andbudget checked in CUNYfirst |
| Friday, March 22, 2019 | LAST DAY for P‐Card and Net Card Purchases |
| Thursday, March 28, 2019 – Thursday, April 4, 2019 | State Financial System (SFS) Shutdown |
| Friday, June 14, 2019 | Travel Authorizations for Travel on/or before Sunday,June 30, 2019 |
| Thursday, June 27, 2019 | LAST DAY to Receive Goods and Services for FY19 |
| Friday, July 15, 2019 | LAST DAY to Submit Expense Reports for all Expensesfor FY19 through Sunday, June 30, 2019 |
| Thursday, July 25, 2019 | LAST DAY to Enter Receipts into CUNYfirst for all goods and services received on/or before Sunday, June 30,2019. |

If you have any questions or concerns regarding these deadlines, please contact either purchasing@ccny.cuny.edu or ap@ccny.cuny.edu. We thank you for your cooperation and look forward to a successful fiscal year closeout.

C: Felix Lam

 Eva Medina

 Kisha Greene Lucian Pinckney Marcy Scott