**COVID 19: Fiscal Year Close Matters**

Dear Colleagues,

As we head towards the fiscal year 2020 close, operational staff in the Purchasing and Accounts Payable Offices are working to process campus requisitions and payments.

Given these unprecedented times, we ask that you carefully consider whether the goods and/or services that you are requesting is needed by the College before June 30, 2020. Any requisitions that are not absolutely necessary should be cancelled immediately. If you are ordering merchandise and are unable to pick up the items on campus or make alternative arrangements for pick-up, you must cancel these requisitions as well. These items and/or services can then be sourced in a future fiscal year subject to budget availability and approval.

All delivered merchandise is being held by Central Receiving, but these goods must be retrieved in a reasonable timeframe. For any merchandise received at the College, the end user is required to submit a receiving report promptly to ensure that the invoice for that item and/or service is processed and paid within thirty days. If your department no longer needs requested items due to the partial closing, the items can be returned. Please call or email your department’s designated purchasing agent to help guide you through the return process.

Thank you for your understanding during this critical time for CCNY.

Be Well,

CCNY Fiscal Affairs Office