

Memo

To: Cabinet
From: Felix Lam, Vice President and Chief Financial Officer
Date: November 18, 2020
Re: Certain Non-Tax Levy (NTL) Purchases Transitioned to CUNYfirst

As part of a University-wide initiative to incorporate non-tax levy (NTL) business units into CUNYfirst, The City College of New York (CCNY) is now required to process all NTL financial transactions, except for those from the College Foundations, through CUNYfirst. Purchases, reimbursements, and travel authorizations from the College's Auxiliary Enterprises Corporation (AEC/CTY02), Student Services Corporation (SSC/CTY03), and Performing Arts Center (CTY16) now occur in CUNYfirst. These NTL entities join the Bursar Special and Trusts and Gifts units (CTY55), which transitioned to CUNYfirst last fiscal year.

The purpose of this memo is to discuss how the expansion of CUNYfirst will affect our non-tax levy business processes and what improvements you can expect.

Procure-to-Pay System

The process by which goods and services are acquired has changed. All NTL transactions, irrespective of value, are now incorporated within the procure-to-pay process that already exists in CUNYfirst. Goods and services funded by Bursar Special and Trusts and Gifts (CTY55), AEC (CTY02), SSC (CTY03) and Performing Arts (CTY16) will now follow the procurement and accounts payable guidelines established by the University and will be sourced by the College's Procurement Unit.

Any purchase less than \$1,000 can be processed with a "non-purchase order voucher" created in CUNYfirst by the Accounts Payable Office. These small dollar purchases do not require a purchase order. In order to take advantage of this abbreviated procure-to-pay process, departments are required to complete a signed NTL Disbursement Form and attach sufficient documentation to support the payment. The department is not required to enter a Requisition in CUNYfirst. The Accounts Payable Office will take care of the CUNYfirst entries on your behalf.

The Yellow NTL Purchase Requisition Form and the NTL Disbursement Form are eliminated for transactions greater than \$1,000 (\$250.00 for SSC). The process is now electronic. These NTL purchase requisitions are submitted directly into CUNYfirst with a quote from a vendor and other pertinent backup documentation by the department. These CUNYfirst NTL purchase requisitions will then be budget checked by the College Budget Office and sourced by the College's procurement team in accordance with University purchasing guidelines. These changes support our current remote work practices and by allowing your teams to electronically submit NTL purchase requisitions for acquisitions greater than \$1,000.

Detailed information about all of these changes and other process documentation can be found on the [CCNY Finance NTL webpage](#).

CUNYfirst User Roles

Since non-tax levy transactions now follow the procure-to-pay process already established in CUNYfirst, tax-levy user roles (i.e. requestor, creator, and department approver roles) have been replicated to support NTL purchases. In addition, College-wide category approvers for the purchase of certain goods or services (information technology, hazardous materials, legal services, and facilities/furniture) have also been replicated for NTL transactions.

Travel and Expense

Travel authorizations and expense reimbursements for employees and students paid with funds from any of the NTL units (Bursar Special, Trusts and Gifts, AEC, SSC, and Performing Arts) are now processed in CUNYfirst. Any employee or student who is eligible to obtain a reimbursement, must have a profile created in CUNYfirst before a reimbursement can occur.

Summary

Pushing NTL funded transactions through CUNYfirst will eventually allow the College to better track budgets and expenditures and provide greater transparency. Standardizing the procure-to-pay process across all of the College's NTL business units should make it easier for departments to track a payment. The process documentation available on the College's Finance website should enable new staff to be more quickly trained.

If your team has any questions or requires any assistance regarding these NTL changes, please have them speak with the appropriate team members in the Procurement, Financial Accounting, Budget, and Accounts Payable Offices. A more detailed guidance memo has been sent to all finance liaisons in the schools and divisions.

As with any new business process, especially those supported by technology, there will be some momentary setbacks. In the long run, however, we should see a number of efficiencies emerge from leveraging the electronic workflow embedded in CUNYfirst and eliminating paper. Thank you for your cooperation and patience.

C: E. Medina
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