

The City College of New York

To: All Department Finance Liaisons

From: Brian Genzmann, Director of Business and Fiscal Affairs

Date: March 1, 2021

Re: FY 2021 - Year-End Processing for CTYPR, MEDPR, CTY55, MED55, CTY02, CTY03, AND CTY16

The City College of New York, as part of The City University of New York, ends its current fiscal year on Wednesday, June 30, 2021. As the College begins to prepare for the closing of Fiscal Year 2021 (FY21), 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.

Procurement Cards (P-Cards):

Unless otherwise requested by your department, new P-card transactions will be suspended beginning **Monday, March 29, 2021** for all departments. If your department has reoccurring P-card transactions, you must contact the Accounts Payable Department prior to Friday, March 26, 2021 to ensure continuity and avoid the transactions being declined.

As a reminder, P-card transactions must be reconciled within five (5) days of the transaction being uploaded into CUNYfirst. 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.

End-of-Year Requisitions:

The deadline for CUNYfirst FY21 approved requisitions in all business units, both tax levy and non-tax levy (CTYPR, MEDPR, CTY55, MED55, CTY02, CTY03, and CTY16), **with the exception of the College's Foundations**, is **Monday, March 22, 2021**. The Purchasing Department can only accept requisitions that have 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 the Department's responsibility 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 the following financial query in CUNYfirst: CU_BUDGET_OVR_EXP_DEPT_SR.

For CTYPR, questions about each Department's budget should be directed to Eva Medina, Director of Budget, at emedina2@ccny.cuny.edu. For the NTL related-entities (MED55, CTY55, CTY02, CTY03, and

CTY16), please contact your respective budget/accounting representative from the Financial Accounting Office.

FY21 funds, irrespective of source, must only be used for goods and services received on/or before **Wednesday, June 30, 2021.**

Any requests after March 22 will be honored on a case-by-case basis with direct approval by the Director of Business and Fiscal Affairs with the request originating from the Dean of each school. **Priority will be assigned to requisitions that are for the purposes of resolving an unforeseen emergency to the College, students, faculty, or staff.**

As always, end-users must 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. Any commitment made by an unauthorized individual, whether verbally or in writing, is subject to non-payment by the College and personal reimbursement by the unauthorized individual.

Existing Purchase Orders:

There are many existing purchase orders for FY21 that have not yet been properly receipted in CUNYfirst. Therefore, departments are advised to review their existing purchase orders and check for updates on the status of their orders. For example, if their requested goods have shipped and are located in either the Central Receiving Office (Mailroom) or in their respective offices, departments are required to retrieve those items and receipt them immediately. Departments are encouraged not to delay receipting as they will not be granted the opportunity to receipt those items and/or services using future year funding. Details about what constitutes a proper receipt in CUNYfirst can be found below.

Receipts in CUNYfirst & Invoice Payment Processing:

To ensure the payment of invoices for FY21, the following items will be strictly enforced:

- 1) Goods and services must have been received on or before **Wednesday, June 30, 2021;**
- 2) Invoices must have been properly authorized by FY21 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;
- 4) 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) If any invoice received is final, please ensure that the invoice is labeled as "final invoice." This will allow the automatic liquidation of outstanding encumbrances and free up funds to be used for other purposes.

We thank you for your cooperation and look forward to a successful fiscal year closeout.

C: Felix Lam
Eva Medina
Andy Wu
Marcy Scott
Purchasing and AP Team Members
Financial Accounting Team Members