

Operational Changes in Response to COVID-19

Dear Requestors,

In response to College-wide operational changes, all shipments of goods procured by the CCNY Finance Office will be sent to Central Receiving located in Room 24 of the Marshak Science Building. Central Receiving is open daily between the hours of 9:00 am and 3:00 pm with limited staffing. End users must contact Central Receiving and schedule a time to coordinate any pick up.

It is the responsibility of the requestors to retrieve any item delivered to Central Receiving in a timely manner. Any item not retrieved within 30 calendar days will be considered eligible for return and may be repurposed or returned to the shipper by the College. Your departments will be responsible for any restocking fees incurred.

Items may not be shipped to individual requestors' residences. In limited circumstances, employees that require certain office supplies be shipped to their homes will be reimbursed by the College through the business expense report functionality in CUNYfirst. Prior written approval by the Vice President of Finance and Administration and the requestor's immediate supervisor is required along with a business justification to process any employee reimbursement for goods shipped to locations outside the College. Taxes will not be reimbursed to the employee; employees are encouraged to provide the business with a tax exempt certificate. Items that are prohibited on p-cards are also prohibited on personal reimbursement reports (i.e. sensitive items, hardware (computers and phones), personal appliances, software licenses, weapons, alcohol, entertainment, gift cards). Only small but necessary office supplies conducive to completing one's work remotely (i.e. an ink cartridge, small ream of paper, pens) will be approved to be reimbursed through this mechanism.

Pursuant to State Finance Law, because all invoices must be paid within net thirty (30) days, end users are required to receipt items in CUNYfirst with the appropriate documentation promptly. Any late payments will automatically incur a prompt payment fee of 4% of the invoice value.

As a reminder, any requisition for a good or service directly related to the COVID-19 response, must use the program code, 80431. If you have any questions regarding delivery of items, please speak directly with Central Receiving.

Thank you,
CCNY Fiscal Affairs Office