The City College
of New York

Memo

To: All Department Non-Tax Levy Procurement Liaisons
From: Brian Genzmann, Director of Business and Fiscal Affairs
Date: October 25, 2021
Re: Prohibited Purchases through Reimbursements in NTL Business Units (02, 03, 16, & 55)

Dear College Community:

This is a reminder that all NTL transactions, other than through the College's Foundation, are now incorporated within the procure-to-pay process in CUNYfirst. Goods and services funded by Bursar Special and Trusts and Gifts (CTY55), AEC (CTY02), the Student Services Corporation (CTY03) and the Performing Arts Center (CTY16) follow the procurement and accounts payable guidelines established by the University and will be sourced by the College's Procurement Unit.

Department staff members are not permitted to buy any items or contract for services without an approved purchase order. Request for reimbursements through the business units mentioned above will not be processed for those orders that circumvent the University's established process. Reimbursements for goods and services also have tax implications at certain thresholds, and may be reportable to the IRS as income or a taxable fringe benefit (e.g. personal memberships). All purchase requests must go through the University's established business practices. Prohibited items include but are not limited to: office supplies, miscellaneous computer and technology equipment and repairs, professional membership fees, furniture, book purchases, food and catering services, publication costs, website and database licenses, academic and research subscriptions, and moving and parking ticket violations, etc.

Staff reimbursements are permitted for authorized travel on behalf of the College and/or University, through the Travel and Expense Module in CUNYfirst. Any employee who is eligible for approved travel must have a valid CUNYfirst profile. If you require a new profile, please complete the form and route it to the NTL Travel and Expense Administrator in the Finance Office.

Guidance documents, such as "how-to" guides, about NTL processes in CUNYfirst can be found on the CCNY Finance NTL webpage. As always, if you have any questions and/or concerns, please reach out to the appropriate members in the Procurement, Financial Accounting, Budget, and Accounts Payable units.