To: All Departments
From: Carlos A. Serrano, Assistant Vice President for Finance and Budget / CFO
Date: April 28, 2020
Subject: Fiscal Yearend 2020 closeout - update

As a follow up to my notice on April 24, 2020, below is additional information to assist with your planning. The information has been updated for Proftech and Grainger Purchases, the deadline for paying invoices and coordination for deliveries.

Every effort will be made to accommodate department requests. The Purchasing Office's ability to process your requests is subject to State/CUNY mandated procurement requirements, complexity of procurements and required bidding timeframes.

When possible a State, City, Department of Education (DOE) or Federal General Service Administration (GSA) contract should be used to facilitate the procurement. The Purchasing Office can assist you in determining availability of these contracts.

Please follow the below guidelines for proper planning.

Purchase Requisitions
This is for CUNYFirst requisitions only. Purchase Orders through the campus bookstore are not impacted:

- All purchasing will be limited to COVID-19 related transactions and preparing for Summer 2020 classes. Requisitions currently in CUNYFirst that do not meet this criteria must be cancelled.
- All COVID-19 requisitions must use program code 80431 and include the word "COVID-19" in the description field for tracking and reporting purposes.
- Ensure sufficient budget balances are available prior to entering requisitions in CUNYFirst to avoid delays in processing. All purchase requisitions must be approved and budget checked. Below are instructions on how to review requisition status.
- Ensure that your purchase requisitions include all the necessary supporting documentation attached for processing. Purchasing will process purchase requisitions in budget approved date order.
- All goods and services must be delivered by June 30, 2020 to be expensed for the current year.
- Requisitions must be submitted no later than COB Friday, May 8, 2020. Submissions after this date are subject to cancellation and may not be processed.

Coordination on Deliveries
As essential personnel continue to be needed on campus to serve students and perform tasks that cannot be accomplished remotely, you may need the services of the CSI Mailroom and Receiving Departments. The Receiving Department operates Monday through Friday from 10am to 2pm. Please note that contacting these departments one business day before you plan to come

to the campus will facilitate the effective coordination on pick-up and deliveries to your office. The following emails should be used to coordinate your efforts:

> For Mailroom Services: Mailroom@csi.cuny.edu
> For Receiving Services: Operationalservices@csi.cuny.edu

Grainger purchases

For Grainger/ Edge purchases, please submit your requisitions directly to Grainger via Grainger Punch-out system embedded in the CUNYFirst Requisition module. As of today, no more requisition for Grainger's items will be processed through Purchasing Order unless the individual price of the item is over $5,000.

Voucher (Payment) Requests

- All receipts for goods and services must be placed in CUNYfirst as soon as the item(s) are received and no later than COB Thursday, July 9, 2020. Please begin entering your receipts immediately.
- All reimbursement requests for travel should also be submitted no later than May 8, 2020. Submissions after this date will not be processed.

A recap of the key dates:

May 8, 2020	Last day to enter FY 2020 purchase requisitions
July 9, 2020	Last day to enter receipts for goods/services delivered no later than June 30
June 5, 2020	Last day to order supplies through Proftech
June 30, 2020	All goods and services must be received by this date to be a FY 2020 expense.

Should you have any questions, our Purchasing and Accounts Payable teams can provide further assistance, below are their contact numbers.

Purchasing	- Natalya.Gnyp@csi.cuny.edu
Accounts Payable	- Dina.MacLeod@csi.cuny.edu
Budget	- Kevin.Ascolese@csi.cuny.edu.

HOW TO CHECK REQUISITION STATUS

To assist with your planning efforts, below are instructions to assist with:

How to Check if Your Requisition is Approved by All Approvers
- Go to CUNYFirst
- Financial Supply Chain
- eProcurement
- Requisition Approval
- Put in "CSIPR" for Business Unit
- Put in the requisition #
- Hit "Search"

- Click on the Requisition link below
- Click on the triangle next to "Review/Edit Approvers" on the bottom
- You will get status of approval of each of your Approvers
- Please contact individuals as needed to expedite the approval

How to Check if Your Requisition is Approved by Budget
(make sure that the requisition is approved by all approvers prior to coming to Budget Office)
- Go to CUNYFirst
- Financial Supply Chain
- Purchasing
- Requisitions
- Review Requisition Information
- Document Status
- Plug in the Req #
- Hit "Search"
- Click on the Requisition link below
- If the "Budget Status" in the upper right corner says:

  - "Error" – There is an issue with funding for this requisition, and the requisition is not passed to Purchasing to work on yet. Please contact Kevin Ascolese, Budget Director as soon as possible to resolve the issue.
  - "Approved" - it is with Purchasing. Please allow us 10 business days to process your request. For status, please contact Natalya Gnyp, Purchasing Director.