



**Ed Rios, Assistant Vice President for Finance and Business Services**

To: All Departments  
 From: Ed Rios *Ed Rios*  
 Date: February 25, 2011  
 Subject: 2010/2011 Fiscal Year End Purchasing Deadlines

The deadlines for receipt of purchase requisitions in the Purchasing Office for fiscal year end June 30, 2011 are:

<u>Deadline</u>	<u>Dollar Amount</u>
<b>Friday, March 25, 2011</b>	<b>\$5,000 to \$19,999</b>
<b>Friday, April 8, 2011</b>	<b>Less than \$5,000</b>

CUNY is subject to NYS GAAP (Generally Accepted Accounting Principles) which dictates that expenditures for merchandise or services must be received within the same fiscal year. The University Fiscal year ends 6/31/11.

Sufficient time must be allowed for CUNY and State mandated purchasing procedures to be followed and for the delivery of ordered merchandise and services prior to our fiscal year-end.

Every effort will be made to accommodate department requests. The Purchasing Offices ability to do so is subject to mandated procurement procedures, workload issues and processing problems. The cut-off dates also help to ensure adequate lead time for delivery. **May 31st** is the target date **for deliveries** to allow time for unavoidable delays, i.e. back ordered merchandise, shipment of incorrect merchandise, lost shipments, etc.

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

If you have any questions, please contact Kiesha Stewart at extension 2450.

Thank you for your cooperation.

- C: President Tomás Morales
- William Fritz, Senior Vice President for Academic Affairs/Provost
- Milton Santiago, Vice President for Finance & Administration
- President's Cabinet
- Kiesha Stewart, Interim Director of Purchasing
- Purchasing Office Staff



**Ed Rios, Assistant Vice President for Finance and Business Services**

To: All Departments  
From: Ed Rios *Ed Rios*  
Date: February 25, 2011  
Subject: **CONTRACTUAL AGREEMENTS – FISCAL YEAR 2011/2012  
(NEW AND RENEWALS)**

State purchasing regulations require that maintenance and service contracts be bid or formally renewed annually. This applies to all equipment covered by such arrangements and to other contractual services such as laboratory gases, water treatment chemicals, bus service, etc. **Contractual agreements not covered under a requirement contract and in excess of \$20,000** require the preparation of a formal contract.

The contractual agreement process is a time consuming and arduous process. Therefore, for the 2011/2012 fiscal year, using the e-business system, prepare a purchase requisition for each contract, include detailed specifications and submit for review and approval. **In the comments box on the e-business system, indicate that this is a contract for the 2011/2012 fiscal year.** The deadlines for receipt of requisitions in the Purchasing Office for 2011/2012 are:

<u>Deadline</u>	<u>Dollar Amount</u>
<b>Friday, March 11, 2011</b>	<b>Greater Than \$20,000</b>
<b>Monday, March 14, 2011</b>	<b>Less Than \$20,000</b>

Print a copy of your requisitions for all contractual agreements, attach all quotes and specifications and mail to the Purchasing Department 3A-102, clearly marked, **NEW CONTRACTUAL AGREEMENTS FOR THE 2011/2012 FISCAL YEAR.**

Requisitions must have complete supporting documentation, such as a detailed justification and cost estimates to serve as the basis for preparing the contract. This must include a description of the need, the reason for the purchase, the scope of the project, an explanation of any special requirements and when the goods or services will be needed.

- For equipment-related agreements, ensure that your detailed specifications include a description of the equipment, the manufacturer's name, model number, serial number and the location of the equipment (building and room number).

If you have any questions, please contact the Purchasing Office at extension 2450 for assistance.

Thank you for your cooperation.

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