



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

**TO:** All Departments  
**FROM:** Ed Rios *Ed Rios*  
**DATE:** March 2, 2012  
**SUBJECT:** 2011/2012 Fiscal Year End Purchase Requisition Deadlines

In accordance with CUNY guidelines and as mandated by (GAAP) Generally Accepted Accounting Principles, expenditures for merchandise or services must be received within the same fiscal year. The University fiscal year ends on June 30, 2012.

All goods and services must be received no later than June 30, 2012. Any goods and or services received **after** this date will be charged to the new fiscal year. Therefore, to insure that all orders are processed in a timely manner and delivered by this date, we have established the following key dates for submitting Purchase Requisitions via EPS (e-Procurement System) to Purchasing:

<u><b>ACTION</b></u>	<u><b>DUE DATE</b></u>
1. EPS Requisitions due at Budget (Approver Level 3) (including maintenance and service contracts)	Friday, March 23
2. Deadline for submitting requisitions for Summer Classes beginning June 1	Friday, April 20
3. Deadline for submitting orders thru Staples Advantage ( <b>Note:</b> Staples Advantage will be offline until FY 12-13 budget is allocated)	Friday, May 4
4. Travel and other reimbursement requests with supporting documentation, <b>must</b> be submitted for payment processing.	Friday, June 29

**Requisitions received after the deadlines will be subject to return.** If there are extenuating circumstances, please email or contact me or Kiesha Stewart, Purchasing Director at ext. 2450.

Every effort will be made to accommodate department requests. Please bear in mind that **all** procurement rules and regulations apply and as such, departments should allow ample time for bidding, if necessary.

Where possible, State, City, Department of Education or Federal General Service Administration (GSA) contracts should be used to facilitate the procurement.

If you have any questions, please do not hesitate to contact me or Kiesha Stewart

Thank you for your cooperation.

c: President Tomás D. Morales  
 William Fritz, Senior Vice President for Academic Affairs/Provost  
 Ira Persky, Vice President for Finance & Administration  
 President's Cabinet  
 Kiesha Stewart, Director of Purchasing