



2800 Victory Boulevard
Staten Island, NY 10314
T 718.982.2460 • F 718.982.2459
www.csi.cuny.edu

Eduardo Rios
Assistant Vice President for Finance
and Business Services

To: All Departments
From: Ed Rios *Ed Rios*
Date: February 19, 2014
Subject: Last Day to Submit Purchase Requisitions for Fiscal Year 2014

The deadline to create and submit Purchase Requisitions into CUNYfirst is **Friday, March 28, 2014**. Purchase Requisitions must be **approved** and **budget checked** in CUNYfirst. The deadline applies to Tax Levy, Tech Fee, and Non-Tax Levy purchases required on campus by June 30, 2014.

The cut-off date for Staples Advantage orders is June 5, 2014, COB.

Payments, such as employee reimbursements, can be requested through July 2014.

Purchase Requisitions submitted after the deadline are subject to rejection and may **not** be processed.

Purchase requisitions will be processed in Budget Approved Date order. Every effort will be made to accommodate department requests. The Purchasing Offices ability to do so is subject to mandated procurement procedures, workload and processing situations. The cut-off dates help to ensure adequate lead time for delivery. **June 2, 2014** is the target date **for deliveries** to allow time for unavoidable delays, i.e., backordered merchandise, shipment of incorrect merchandise, lost shipments, etc.

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

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

Thank you in advance for your cooperation.

c: Ira Persky, Vice President for Finance and Administration
Kiesha Stewart, Finance Procurement Director
Purchasing Staff
Accounts Payable Staff
Budget Office

