College of Staten Island – City University of New York
COVID-19 Related Expenditure Tracking

The University has requested campuses to ensure accurate tracking of expenditures related to the preparation and response to COVID-19. Accordingly, a new program code has been established in CUNYfirst to assist with this new requirement.   Please ensure your Department maintains supporting documentation related to these costs.

Submission of Requisitions
Our procurement team will be monitoring requisitions to ensure proper coding prior to sourcing the requisition. Submission of all COVID-19 related requisitions should include these additional steps:
- Program Code chartfield should be modified from the default setting to 80431;
- Funding Source chartfield must remain 999999 (default setting)
- Include the word "COVID-19" in the description field of the requisition;

Existing Purchase Orders
If you have an existing purchase order with a vendor and plan on purchasing goods or services to respond to a COVID-19 related expense, we are asking that you create a new purchase order with the COVID-19 program code (#80431) to facilitate tracking costs directly in CUNYfirst.

Credit Cards:
Credit Card Approvers should ensure that the Program Code is changed prior to approving a P-Card or a NET Card transaction.

Expenses already incurred:
Costs incurred before the program code was created will need to be transferred into the new program code for reporting purposes. Department personnel responsible for monitoring expenditures should be instructed to identify these expenses and forward that information to the Budget Department for processing.

Questions related to this new procedure can be directed to:
- Entering Requisitions
  - Purchasing Department –Extension 2450
- Credit Cards
  - Purchasing Department – Extension 2450
- Expense Journals
  - Budget Department – Amy Clegg – extension 2465