Date:	**March 3, 2026**
To:	**Campus Departments**
From:	**Marino Pawlowski, Director, Procurement & Property Management**
Description:	**FY 2026 Year-End Closeout**

As the College moves into the last quarter of its fiscal year, the year-end close process will commence to allow sufficient time for the delivery of goods / services no later than June 30, 2026. Accordingly, this year's purchase requisition entry deadline is Wednesday, April 1, 2026. The Business Office will make all efforts to process as many requisitions as possible to ensure delivery of goods/services by year-end, and asks that you not wait until that last day to submit your purchasing requests. This deadline applies to all non-marketplace transactions processed through CUNYBuy. To clarify, April 1 is the deadline for a requisition to be submitted and move past the first budget check in the CUNYBuy workflow. Anything in a Department Approval or further along in workflow will continue to move forward, but should be submitted in advance to ensure proper categorization and processing.

Below you will find some important guidance to assist with your final purchases for the current fiscal year.

- **CUNY's Fiscal Year ends 6/30/2026**
  All goods must be received, and services rendered in full by no later than this date to be eligible for payment. Payables that do not meet this deadline will be cancelled, requiring a new FY 27 requisition and purchase order to pay the vendor. All expenses that roll over to FY 27 will be expensed against your FY 27 budget. FY 26 funding cannot be rolled into the following year for tax-levy purchases and no set-aside budget will be available.

- **Ensure Proper Requisition Categorization/Workflow Approvers**
  It is the responsibility of the Requesting Department to follow up on all Departmental, Category (Facilities, IT, Asset Management), and Financial (GASB) approvals to ensure that the requisition reaches the Purchasing Office prior to the deadline. If there are any questions about which category codes are appropriate for a specific purchase, please notify the Purchasing Office as soon as possible. If the requisition is not properly categorized and submitted close to the deadline (i.e. a Software or other GASB-eligible transaction was not reviewed by Accounting), it may not be possible to move it forward. To avoid losing funding and to meet the deadline, all requisition creators must ensure submissions are approved timely by all workflow approvers.

- **Utilize Centralized Contracts to Expedite your Acquisition Timeframe**
  Where possible, existing NY State, City, Department of Education (DOE) or Federal General Service Administration (GSA) contracts should be used to facilitate the procurement of goods and services. The Purchasing Office can assist your Department in determining availability of these Contracts for its needs.

- **Attach Supporting Documentation**
  To assist with expediting the procurement process, please ensure that all pertinent backup documentation is attached in CUNYBuy (comparative quotes, invoices, etc.). The Purchasing Office has provided guidance on proper supporting documentation, in the Requisition Requirements Memo also attached to this e-mail. Any non-standard requests must be conveyed by adding notes in the Comments section of the requisition in CUNYBuy. **Departments are cautioned to avoid submitting requisitions with expired or nearly-expired quotes – vendor pricing is subject to increase after expiration, and if the requisition does not have sufficient funding, Purchasing's capability to process will be contingent on whether Central Office temporarily re-opens the CUNYBuy system after the deadline.**

- **Delivery Times**
  If your Department is entering a requisition for the purchase of goods, the Department must confirm a delivery date after receipt of order from a vendor. If Purchasing confirms with a vendor that the delivery timeframe will exceed the year-end deadline, the requisition will not be processed. For goods that may be subject to an extended delivery period (custom-made, special order, etc.), or that may be subject to supply chain disruption/price fluctuations (IT Hardware) a requisition should be submitted in advance, with a justification explaining the lead time to ensure prompt processing.

- **New Software Purchases**
  New software purchases typically require review and approval that require multiple approvals outside of the Purchasing Office's control and should be avoided as part of year-end purchasing activity, the exception being if the product is available from an existing Centralized Contract and the implementation will be completed prior to year-end PO closeout.

  Most software companies will not accept CUNY Terms and Conditions without negotiation and often require the College to sign their License Agreements to protect their business interests. If this is the case with your vendor, the agreement is subject to approval by CUNY's Office of General Counsel. As a result, software-related purchases should be submitted as early as possible. Please contact the Purchasing Office for further guidance on your planned purchase.

- **Marketplace (Deadline extension)**
  - An announcement on the deadline for entering Marketplace Requisitions (S&B Computer, Intivity, CompleteBooks) will be forthcoming from CUNY Central. It will likely follow last year's deadline of early June.

  - Please be advised that CDW-g has recently been added to the Marketplace as well. Guidelines on acceptable use of this new Marketplace Contract will be forthcoming.

  - Visit the CUNYBuy SharePoint portal at https://cuny907.sharepoint.com/sites/CUNYBuy for training schedules, tip sheets, FAQs and other useful information.

- **Supplier Registration**
  Suppliers must be registered to conduct business with CUNY to receive a Purchase Order. To begin the process for tax-levy, please email a request to Purchasing@csi.cuny.edu and provide contact information for an authorized company representative to sign forms on behalf of the company. Purchasing will send this information to CUNYBuy for registration, and someone will contact the Supplier to begin the registration process. Please factor this processing time into your acquisition timeframe. Similarly, for non-tax levy, please email Maria Xenakis (X 2457) for CSI55, Debbie Carbone (X 3035) for CSI02 or Jamel Osbia (X 3083) for CSI03 to start the process.

- **Acceptance of Goods and Services**
  - o Departments must designate personnel responsible (with an approved receiver/ inspector role in CUNYBuy) for verifying the requested quantity and testing the quality of the received goods as soon as possible to ensure timely payment to vendors. If a received good or service is inconsistent or not fully compliant with the quote or terms stated on a Purchase Order, contact the Purchasing Office immediately.

  - o The importance of keeping clear and organized records on receipt of goods and services cannot be overstated. All receipts should be logged as a 1:1 against the Purchase Order, with short-pays requested only if absolutely necessary. If a Supplier does not receive timely payment in full from an order placed by one Department, it will likely withhold orders placed by other Departments until the outstanding payable has been addressed. Instances like these result in late payment assessments from the State, and other departments having to pay higher prices to acquire goods from an alternative supplier. Please ensure that your department fosters a positive collegial atmosphere.

  - o Original packaging materials should not be discarded until the goods are deemed acceptable and in conformance with your order. If a wrong item was received, and you need to return it, original packaging is required to ship the item back to the vendor. Contact our Accounts Payable team for further guidance.

  - o Upon acceptance, a receipt/partial receipt of the goods must be entered in CUNYBuy to initiate payment to the vendor. For tax-levy funds, please contact our Accounts Payable team at Accountspayable@csi.cuny.edu with all your questions regarding receipts and payments. For non-tax levy funds please contact Geraldine Amuso (X 2509) for CSI55, Theresa Ferre (X 3049) for CSI02 or Annie Hernandez (X 3090) for CSI03.

- **Requisition Requirements**
  - o Please refer to the attached memorandum for best practices on requisition requirements. Adherence to the guidelines contained therein will assist our Purchasing team with expediting your requisition.

Our Budget, Purchasing, Accounts Payable, and Accounting teams are available to provide further assistance. Below is their contact information.

Budget: Budget@csi.cuny.edu
Purchasing: Purchasing@csi.cuny.edu
Accounts Payable: Accountspayable@csi.cuny.edu
Accounting (NTL): Ext. 2457