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Purchasing –

IMPORTANT – On April 1, 2015, the New York State Comptroller’s Office will be implementing an upgrade to their existing system. Unfortunately, this upgrade will potentially have a major negative impact on the University’s ability to process purchases and payments. In order to mitigate the negative effect of the upgrade on the College Community, Purchasing is requesting that you review your budget and place any orders for goods or services as early as possible. The University is recommending that all requisitions be processed and entered by February 27, 2015. The last day that the College will be able to process payments against the existing NY State system is estimated to be March 23, 2015. After this date the upgrade to the New York State system will impact all transactions. The University and the State are working to create a process to keep the systems in sync but CUNYFirst and the NY State SFS system will require a new transaction process and, as of right now, we are unaware of the status of this new process. The College is still receiving information in reference to this new upgrade and we will keep you posted as the information becomes available to us.

All requisitions are submitted online through the CUNYfirst e-procurement module. There is a computer terminal available in the Purchasing Office room 8105 if you need assistance or guidance creating a requisition. The Purchasing staff is also available to assist with your
CUNYFirst credit card reconciliation. Please contact Purchasing to schedule a time when you would like to come to the office.

The Procurement, Travel and NET Credit Card as well as the Travel and Expense modules have been implemented for fiscal year 2015 in CUNYFirst. These new modules require all Procurement, Travel and NET Card holders to reconcile their monthly statements in the CUNYFirst system.

To assist the College Community with the new module Purchasing developed a step by step guide that illustrates the Credit Card Reconciliation process. If you would like a copy of the credit card training manual please contact Purchasing.

Category 1 - Purchases in this category generally take 3 – 6 months to complete and the timeframe for this is approaching:

- Purchases in excess of $100,000 that cannot be purchased from a Preferred Source, CUNY-wide contract, New York State or other current government contract.
- Purchases in excess of $20,000 from single source or sole source vendors.
- Purchases in excess of $50,000 from a New York State certified minority-owned/women-owned business (W/MBE).

Category 2 - Purchases in the following category generally take 3 – 4 weeks to complete:

- Purchases between $5,000 and $100,000 that cannot be purchased from a Preferred Source, a W/MBE vendor, a CUNY-wide contract, a NYS or other current government contract, or a single source or sole source.
- Purchases up to $100,000 from New York State Contracts that require additional solicitation steps (e.g., conducting a mini-bid) or documentation.

In order to provide a better illustration of the rules and regulations we are required to follow, click on Purchasing Guidelines to find a memo which summarizes the general purchasing guidelines, timeframes by dollar threshold and the FY 2015 deadlines for submitting purchase requests.

Please use StaplesLink for the purchase of supplies.

The ONLY purchases that are authorized via StaplesLink are purchases of consumable and other office supplies. If you require any other items including anything electronic you must contact purchasing before any order is processed.
Procurement, Travel and NET credit card holders are required to adhere to New York State purchasing rules and regulations. They also require that cardholders submit their monthly reconciliation to Accounts Payable on a timely basis. Failure to comply with the rules and regulations or the submission of your reconciliation will result in the termination of credit card privileges.

The schedule for submission of the monthly reconciliation is as follows:

**Procurement and NET Card Reconciliation Schedule**

<table>
<thead>
<tr>
<th>Billing Period</th>
<th>Reconciliation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7/14 – 10/6/14</td>
<td>October 13, 2014</td>
</tr>
<tr>
<td>10/7/14 – 11/6/14</td>
<td>November 13, 2014</td>
</tr>
<tr>
<td>11/7/14 – 12/6/14</td>
<td>December 12, 2014</td>
</tr>
<tr>
<td>12/7/14 – 1/6/15</td>
<td>January 13, 2015</td>
</tr>
<tr>
<td>1/7/15 – 2/6/15</td>
<td>February 13, 2015</td>
</tr>
<tr>
<td>3/7/15 – 4/6/15</td>
<td>April 13, 2015</td>
</tr>
<tr>
<td>5/7/15 – 6/6/15</td>
<td>June 12, 2015</td>
</tr>
<tr>
<td>6/7/15 – 7/6/15</td>
<td>July 13, 2015</td>
</tr>
</tbody>
</table>

**Travel Card Reconciliation Schedule**

<table>
<thead>
<tr>
<th>Billing Period</th>
<th>Reconciliation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/14 – 10/19/14</td>
<td>October 27, 2014</td>
</tr>
<tr>
<td>10/20/14 – 11/19/14</td>
<td>November 26, 2014</td>
</tr>
<tr>
<td>11/20/14 – 12/19/14</td>
<td>December 29, 2014</td>
</tr>
<tr>
<td>12/20/14 – 1/19/15</td>
<td>January 26, 2015</td>
</tr>
<tr>
<td>1/20/15 – 2/19/15</td>
<td>February 26, 2015</td>
</tr>
<tr>
<td>2/20/15 – 3/19/15</td>
<td>March 26, 2015</td>
</tr>
<tr>
<td>3/20/15 – 4/19/15</td>
<td>April 27, 2015</td>
</tr>
<tr>
<td>4/20/15 – 5/19/15</td>
<td>May 26, 2015</td>
</tr>
<tr>
<td>5/20/15 – 6/1/15</td>
<td>June 26, 2015</td>
</tr>
</tbody>
</table>

These are all approximate dates and actual dates may vary dependent upon when the credit card statements are loaded into CUNYFirst. All credit card holders who have transactions during each monthly period will receive an email from CUNYFirst notifying them that their
credit card statement has been loaded into CUNYFirst. Credit card holders have **FIVE (5) BUSINESS DAYS** after receipt of this notification to reconcile their credit card and have the transactions and reconciliation approved by their supervisor in CUNYFirst. Failure to adhere to this deadline will result in the suspension of the credit card holders credit card privileges.

If you have any questions, feel free to contact Mr. Ronald Paynter, Director of Purchasing and Contracts (ext. 7609).

**Accounts Payable (Tax Levy funds)**

**NY State Contracts**

The New York State contracts/agreements that CUNY employees must use with regard to air travel, lodging and vehicle rentals when planning or executing official CUNY business travels are posted under “Useful Links” on the Accounts Payable web page. These contracts can also be accessed via the following links:  [http://www.ogs.ny.gov/bs/ss/trav/](http://www.ogs.ny.gov/bs/ss/trav/) and [http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273pm.pdf](http://www.ogs.ny.gov/purchase/snt/awardnotes/7200122273pm.pdf)

**Travel and Expense Reimbursements**

All reimbursement requests for travel and expense incurred in Fiscal Year 2015 must be processed using the new Travel and Expense Module in CUNYfirst. The module allows CUNY employees/proxies to create travel authorizations and expense (travel & personal) reports using an online, self-service application. This module replaces all current travel and expense reimbursement procedures. The current CUNY and State regulations regarding travel and expense are still in effect.

Employees who request approval to travel (Travel Authorization) and expense reimbursements (Expense Reports) will enter their information into the CUNYfirst application. Approvals will also be done directly in CUNYfirst by the department approvers.

In some instances, the college administration has identified “proxies” who have the ability to enter travel authorizations and expense reimbursement requests (Expense Reports) on behalf of other T&E users.

**P-Card/ T-Card/ NET-Card Reconciliations**

The reconciliation of credit card type transactions for all CUNY-issued* Credit Cards will be performed online in CUNYfirst. CUNY-issued Credit Cards include all P-Cards, T-Cards and NET-Cards. This process will replace our current manual reconciliation process.

Cardholders will receive an email notification from CUNYfirst when the monthly statements are loaded into CUNYfirst and will use the online process to review transactions for accuracy,
provide the business purpose for each transaction and attach the appropriate receipts in the system. Approvals will also be done in CUNYfirst by the department approvers.

Please be advised that all credit cards including Procurement, Travel and NET card posting of transactions to your department account are on hold due to the new CUNYfirst process. Therefore, the expenses are not currently being charged against your budget and not reflected in your department expenditure report. This simply means that your available budget balance is overstated. You will be required and responsible to keep track of these type of expenses until the CUNYfirst reconciliation process is completed.

In some instances, the College Administration has identified “proxies” and “designees” who have the ability to reconcile and approve credit card transactions on behalf of other T&E users.

To assist the College Community with the new module, the Accounts Payable department developed a step by step guide that illustrates the Travel & Expense module. Please contact us to request a copy.

*CUNY-issued Credit Cards: New York State Procurement/Travel/NET Cards for Senior Colleges

CUNYfirst has revised and simplified the procedure for senior colleges to process travel reimbursements for non-CUNY employees.

You are no longer required to submit a CUNY Vendor Registration Form for any non-CUNY employee in order to pay the individual’s travel and travel-related expenses associated with CUNY’s business. Instead, submit the request (Standard Voucher, GD-11, original receipts and business purpose document) directly to Accounts Payable for processing. A State-issued Single-Pay Vendor ID will be used in lieu of a CUNYfirst ID to pay the non-CUNY employee’s travel reimbursement.

The payee must not be a CUNY employee during the period of travel. The payee can be a U.S. citizen, U.S. Permanent Resident, U.S. resident alien for tax purposes, or non-U.S. resident alien (visitor from outside U.S.). Non-employee includes, but not limited to consultants, independent contractors, prospective students, individuals for employment interviews, etc. CUNY employees include:

- CUNY’s State employees
- City employees
- Research Foundation employees
- Or anyone who works for CUNY-
  - Regardless of part time or full time employee status
  - Leave status; Active, Leave of Absence, Leave with Pay, or any other type of leave.
If you have questions regarding the payment process, please contact Ms. Angella Bowley, Director of Accounts Payable (ext. 7668).

**Payroll**

The State will be mailing W-2 forms in January 2015. To ensure your W-2 is received timely, please make sure the Payroll Office has your current address. If you need to change the address information, submit The Notification of Address Change Form to the Payroll Office no later than Friday December 5, 2014. The Notification of Address Change form can be accessed from the Payroll Office web page by clicking on [http://www.gc.cuny.edu/About-the-GC/Resources-Services/Business-Finance-Print-Shop/Payroll](http://www.gc.cuny.edu/About-the-GC/Resources-Services/Business-Finance-Print-Shop/Payroll). Then, click on “Important Documents and Forms,” and finally click on Notification of Address Change.

Fall 2014 Teaching Adjuncts will be paid 8 equal payments. The first payment was made on September 18, 2014 and the last payment will be December 24, 2014.

If you have any questions, please contact Ms. Willima Tandrian, Director of Payroll (ext. 7630).

**Budget**

All Tax Levy OTPS budgets have been entered in CUNYFirst for departments to commence purchases for FY 2015. All departments are advised to adhere closely to their budget as there will be no supplemental allocations to the Budget unless there is approval.

CUNYFirst does not allow for Pool Budgeting and therefore all OTPS Department Budgets are categorized as follows:

- Supplies and Materials
- Travel
- Contractual Services
- Equipment Acquisition
- Fringe Benefits
- Indirect Costs

Your purchase transactions will not be processed unless there is sufficient budget allocation in these corresponding categories. If you need to transfer monies from one Account category code to another or any transfer please complete the Budget Transfer Form which can be found on the right hand side of the screen from the following link, and send it to us via email:[http://www.gc.cuny.edu/About-the-GC/Resources-Services/Business-Finance/Budget](http://www.gc.cuny.edu/About-the-GC/Resources-Services/Business-Finance/Budget).

Please be advised that all credit cards including Procurement, Travel and NET card posting of transactions to your department account are on hold due to the new CUNYfirst process. Therefore, the expenses are not currently being charged against your budget and not
reflected in your department expenditure report. This simply means that your available budget balance is overstated. You will be required and responsible to keep track of these type of expenses until the CUNYfirst reconciliation process is completed.

If you have any questions, please feel free to contact Mr. Finney Joshua, Director of Budget, at fjoshua@gc.cuny.edu or Ms. Emily Liu at eliu2@gc.cuny.edu.

**Non-Tax Levy Entities**

**Accounts Payable Invoices:**

All invoices must be submitted to the Business Office immediately. Approve and submit all invoices promptly as they are received. Bring all invoices along with the appropriate Payment Request form to the Business Office for immediate processing.

The signed documents, along with a Payment Request form, should be submitted to the appropriate individual listed in the table below. It is important that the signed documents are submitted immediately.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Documents should be submitted to:</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC Foundation</td>
<td>Althea Harewood</td>
<td>7662</td>
</tr>
<tr>
<td>GC Auxiliary Enterprise, Inc.</td>
<td>Althea Harewood/David Tse</td>
<td>7662/7667</td>
</tr>
<tr>
<td>GC Child Care, Inc.</td>
<td>Althea Harewood/David Tse</td>
<td>7662/7667</td>
</tr>
<tr>
<td>Doctoral Student Council</td>
<td>Ab Abraham</td>
<td>7611</td>
</tr>
<tr>
<td>GC General Fund</td>
<td>Mario Benitez</td>
<td>7671</td>
</tr>
</tbody>
</table>

**Payment Request Procedure (Tax levy and Non-Tax Levy):**

To improve internal controls, Payment Requests should not be signed by the same person to whom the payment will be made. As an example, if a Fund Administrator is submitting a Payment Request to reimburse her/himself for an out of pocket expense, s/he should not sign the Payment Request. The Payment Request should be signed by an associate who can verify the expense.

A processing time of approximately 3 – 5 business days will be required for Non-Tax payments. This means 3 – 5 days from the date when all the completed required paperwork is
received in the Business Office. If payment is to a new vendor, then please allow 3 additional business days for processing.

**Grant Funds**

Although the paperwork associated with contracts and grants often seems involved, all reports and other accounting documents need to be handled promptly and properly. These records are crucial to the Graduate Center, to the granting agency, and to each department involved with administering the grants. Accountability, making sure that money is spent correctly and on time, is essential in managing grants.

All grants must be carried out within budgetary and other guidelines that the funding agency and the Graduate Center have agreed upon. Expenditures need to be closely monitored and well documented.

To ensure that the Graduate Center’s grant activities are communicated to and coordinated with Principal Investigator/Project Directors, Development Office and Alumni Relations Office and the Business Office, we have established the attached grant process and procedures. Please click on [GCF Grants Process and Procedures](#).

**Accessing Financial Manager Reports using Argos**

**IMPORTANT** - All faculty and staff, who are authorized to review the financial reports for their specific non-tax levy funds, have access to those financial reports using a web based reporting tool named Argos. With Argos, you can access your reports at any time during the month, and it will include your entire fund’s financial activity; even the most recent transactions. The benefits of Argos are:

- Easier to access financial reports;
- All reports can access current financial activity. This includes transactions that were recorded right before you order your report;
- Flexibility in choosing the reporting period.

For step by step directions on how to access these financial reports, click on the following PowerPoint file:

[Argos Guide](#)
Be aware that you must have a Banner account in order to access Argos. If you do not have a Banner account, you can request one by filling out the PDF form using the attached link, and submitting it to the IT Helpdesk:

Banner Account Request Form

If you have any questions about accessing Argos, please contact Mr. Mario Benitez (ext. 7671) mbenitez@gc.cuny.edu. If you have a question regarding authorization to access a particular department, organization, and/or fund, please contact Mr. Mario Benitez (ext. 7671).

Payment and Deposit Request Forms

For your convenience, blank Payment Request and Deposit Request forms for Graduate Center non-tax levy funds can be downloaded using the web-based tool, Argos.

- Please print, complete and submit Payment Request forms with appropriate backup documentation to the Business Office.

- Please print and complete Deposit Request forms:
  - Checks representing gifts to The Graduate Center Foundation, Inc. in support of Program, Centers and Institutes should be submitted to the Development and Alumni Relations Office, Suite 8204.
  - All other checks should be submitted to the Business Office.

Please see instructions for accessing Payment Request and Deposit Request forms using Argos.

Visit the Business Office web page at –
http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance