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Purchasing –

IMPORTANT – The New York State Comptroller’s Office will be implementing an upgrade to their existing system on April 1, 2015. During the implementation period there will be a blackout from March 23, 2015 to April 18, 2015 when the College Purchasing and Accounts Payable Departments will not be able to generate purchase orders or process payments to vendors. If you have an emergency that require immediate processing contact the Purchasing Department and we will work with you to resolve the emergency.

The last day the College will be able to process payments against the existing NY State system is March 20, 2015. 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 for Purchasing and Accounts Payable. The College is still receiving information in reference to this new upgrade and we will keep you posted as the information becomes available.

All requisitions are submitted online through the CUNYfirst eProcurement 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 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.

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 must adhere to New York State purchasing rules and regulations, which 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 suspension of credit card privileges. If you are not using your credit card or do not want to hold a College credit card please turn the card in to Deborah Molina in the Purchasing Office so it can be cancelled.

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>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>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)**

**Accounts Payable Webpage Redesigned**

Please take a moment to visit the newly redesigned Accounts Payable webpage. The new layout showcases the different modules in use and offers step-by-step guides for all the business processes and procedures in accordance with their specific module. PDF manuals and guidelines with illustrative screenshots, PDF writable forms and other useful links are examples of the new tools available on the Accounts Payable Webpage.

**NY State Contracts**

CUNY employees must use The New York State contracts regarding air travel, lodging and vehicle rentals when planning or executing official CUNY business travels. The NYS contracts/agreements can be accessed through the Graduate Center’s Accounts Payable web page and clicking on “Useful Links”. These contracts can also be accessed via the following links:

http://www.ogs.ny.gov/bu/ss/trav/


**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. This module allows CUNY employees/proxies to create travel authorizations and expense (travel & personal) reports using an online self-service application, and it 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.
Employees who are traveling are required to provide the Dates and Times of Travel, Destination and Business Purpose on their expense reports in the CUNYfirst Travel and Expense module.

- For Non-Travel Reimbursements, employees should also indicate in the Comment field the time the expense was incurred (for expenses associated with an event, use the time of the event and for general office acquisitions, use the time on the receipt).
- For Out of Town travel, the Comment field should include the departure and arrival time.
- The Default Location field should reflect the location/county where the employee incurred the expense (change SEARCH by criteria to Description).
- All expense types must have a corresponding Business Purpose associated with them. For all reimbursements not associated with ‘Out of Town Travel,’ use the Non-Travel Expense option in the drop down menu.

Expense Reports will be rejected for Users who do not comply with the above requirements.

Effective January 2015, Expense Reports for Out of Town travel without an accompanying CUNYfirst Travel Authorization will be rejected and will not be paid through Tax Levy OTPS funds.

Some approved expenses can be charged against a different business unit. Attached is the Procedure for a non-central line (non-GC) faculty member or proxy to use the CUNYfirst Travel and Expense module to process a reimbursement and have it charged to the Graduate Center.

CUNYfirst has also 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-employees include, but are not limited to consultants, independent contractors, prospective students, individuals for employment interviews, etc. CUNY employees include:

- CUNY’s State employees (senior colleges)
- City employees (community colleges)
- 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.
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.

If you have questions regarding the payment process, please contact Ms. Angella Bowley, Director of Accounts Payable (ext. 7668).

Payroll

Spring 2015 Teaching Adjuncts will be paid in 8 equal installments. The first payment was February 19, 2015 and the last payment will be May 28, 2015.

For the year 2015, the maximum amount of earnings subject to the social security tax (taxable maximum) will increase from $117,000 to $118,500.

The Office of the State Comptroller has mailed the 2014 W-2s on Friday January 23, 2015. If you do not receive your W-2 by Friday February 6, 2015, please contact the Payroll Office at 212-817-7630 or payroll@gc.cuny.edu.

If you have any questions, please contact Ms. Willima Tandrian, Director of Payroll (ext. 7630).
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 for any other transfer please complete the Budget Transfer Form which can be found on the Budget Office webpage, and send it to us via email.

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.

REQUEST FOR WIRE TRANSFER FORM

All wire transfers must be requested on the updated PDF fillable Request for Wire Transfer Form. To ensure legibility and accuracy, complete the PDF copy of the form before printing. All of the required fields (including Memo Information) must be completed and must be clear and legible. The form must also include the Fund Manager’s signature. Incorrect information may delay the processing of a wire transfer.

When is it appropriate to request a wire transfer?

Wire transfers are generally issued to foreign (international) payees only. U.S. (domestic) payees are generally paid via check, unless extenuating circumstances exist. A wire transfer may be the best payment method when:
The vendor will have difficulty cashing a check drawn on a U.S. bank account or issued in U.S. dollars;

There is risk, if mailed overseas, the payment will be delayed or check may be lost in the mail.

**Processing a wire transfer is manual and costly, so this payment method should be used only when it makes good business sense.**

For **Domestic Wires** the following is needed: Beneficiary Information and Beneficiary Bank Information, including account number, ABA number/Routing number.

For **International Wires** the following is needed: Beneficiary Information and Beneficiary Bank Information, including SWIFT / BIC code. Additional information may be required from some countries, but that will be requested as needed. If the Payee bank is part of the European Community, the IBAN and SWIFT / BIC are required.

**What is the IBAN?**

The IBAN (International Bank Account Number) is a series of alphanumeric characters which uniquely identify an account held at a bank. It can be up to 34 characters long and contains a two-character country code, two check digits, and the basic bank account number. The basic bank account number identifies the bank as well as the account holder. In printed format, spaces are inserted for readability (i.e. DE16 5003 3300 0532 0130 00).

**What is the BIC?**

The BIC (Bank Identifier Code) is an 8-character code also known as the SWIFT address and is uniquely assigned to banks. Branch codes can be added to the BIC to further designate which branch of a bank should receive the SWIFT message. When a branch code is added, the BIC has 11 characters (i.e. BARCGB22 or DEUTDE3B400).

Please note that additional fees may be deducted by the beneficiary bank from the final amount sent to the payee. The Business Office has no control over these fees.

**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