Purchasing –

IMPORTANT – The New York State Comptroller’s Office has implemented a new Statewide Financial System (“SFS”) effective April 1, 2012.

A requirement brought about from the new SFS system is that ALL companies, individuals, students and anyone else receiving payment from New York State funds (who are not on the New York State payroll) must be a validated vendor in the New York State vendor database. Any new vendors utilized will be required to complete a Vendor Registration Form in order to be validated and before a purchase order or payment can be processed.

If you have any questions about the new state system feel free to contact the Purchasing or Accounts Payable Departments.

The fiscal year end is approaching and the due dates for submitting Purchase Requisitions for all categories has passed. The cutoff for purchases that fell within Category 3 of the Purchasing Guidelines was April 27, 2012. Requisitions will only be accepted if a guarantee can be made that the goods/services will be completed or received on or before June 30, 2012.

Reminder, in order for an expense to be accepted and charged to the FY 2011/2012 budget, the related goods or services must be physically received in the College on or before June 30, 2012. Documentation must be accompanied by a bill of lading and/or packing slip to show proof that delivery took place on or before June 30, 2012. If a department receives any of these documents, they must be forwarded to Accounts Payable in room 8401 for processing. If goods/services are received after June 30, 2012 the related expense will have to be charged to your fiscal 2013 budget. Thank you for your cooperation.

Beginning May 21, 2012 the Purchasing department will begin accepting requisitions for the new Fiscal Year which begins July 1, 2012. The Purchasing department will begin issuing Purchase Orders against the next fiscal year effective June 18, 2012.
For more information, click on Purchasing Guidelines to find a memo which presents general purchasing guidelines, timeframes by dollar thresholds and the FY 2012 deadlines for submitting purchase requests.

Please use Staplelinks 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.

**Purchasing card holders:** All purchasing cards will be suspended for the month of June in order to reconcile the accounts and avoid rolling over any expenses into the new fiscal year. If you require any transactions to be paid with a credit card during this period feel free to contact purchasing and we will work with you to process the payment.

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

**Accounts Payable -**

The new State Financial System (SFS) is now live. The Graduate Center’s Purchasing and Accounts Payable offices are processing encumbrances and payments. However, there have been changes in the business procedures due to the implementation of SFS. To find out more about the new policies and procedures, forms, and helpful links regarding payments to individuals, please visit us at http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Accounts-Payable

In order to do business with and receive an OTPS payment from the State of New York, all payees must be registered and validated in the NYS Vendor Management Unit. Vendor registration requests for Graduate Center employees and students will be processed in the Accounts Payable Office. Once the individuals are identified, we will then be able to request they be added to the vendor file. However, if the payee is a vendor, not a CUNY employee or student, it is required that a CUNY Vendor Registration form (see above referenced link) be completed and forwarded to the CUNY Central Vendor Management Unit at cuny.vendor@mail.cuny.edu. Submit a copy of the vendor registration form with the initial purchase requisition, payment request or voucher to the Accounts Payable Office. We urge you to complete and submit Vendor Registration forms as soon as possible, so as not to further the delay the processing of encumbrances and/or payments.

For questions regarding payment to business vendors, contact the Purchasing Department at purchasing@gc.cuny.edu. Any questions regarding reimbursement or honoraria payments to individuals please send an email to abowley@gc.cuny.edu.

Prior to submitting invoice and voucher, please review to ensure that all required information is completed and accurate (i.e. contact information, payee’s name, department to be charged, federal ID#, and authorized signature).
If you have questions regarding the payment process, please call Ms. Angella Bowley (7668).

Non-Tax Levy Entities –

As you know, June 30, 2012 marks the end of fiscal year 2011/2012. During this time, the Business Office conducts a multitude of year-end related activities, including preparation for the annual financial audits. To ensure success, we have developed an operational timeline to facilitate the orderly processing of transactions and financial reporting.

**FY 2011/2012 NON-TAX LEVY PROCESSING TIMELINE:**

**Accounts Payable Invoices**
All 2011/2012 invoices must be submitted to the Business Office on or, preferably, before June 30, 2012 for payment in the closing year. Please do not hold invoices. Approve and submit them promptly as they are received. If you receive invoices after this date, please bring them to Business Office for immediate processing.

**Travel Claims**
All completed travel claims, with supporting documentation, should be turned into the Business Office for processing on or, preferably, before June 30, 2012.

All receiving reports, packing slips and invoices for items and/or services that you purchase and receive before June 30, 2012 must be signed by an authorized individual as approved for payment. 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>

Thank you and we greatly appreciate your cooperation.

The Graduate Center Foundation, Inc.

**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 is made. As an example, if a Fund Administrator is submitting a
Payment Request to reimburse himself/herself for an out of pocket expense, he/she should not sign the Payment Request. The Payment Request should be signed by an associate who can verify the expense.

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

**Property Management –**

According to internal control guidelines issued by the State Comptroller, all Senior Colleges must report the theft or loss of state-funded property with a value in excess of $1,000. The Graduate Center’s policy and procedure on loss and stolen property is listed below:

**Graduate Center’s Policy and Procedure on Loss and Stolen Equipment**

All equipment resulting from theft (stolen) or that has been destroyed resulting from damage from fire, flood, or vandalism (loss), should be reported to the Office of Security and Public Safety immediately. An incident report should be filled out and copy of that report will be forwarded to the Property Management Office. The Property Management Office will then update the disposition field in the “INSITE” database to reflect the change in status of the equipment.

**Graphic Arts**

The Graphic Arts department (located in Z37) has just added a new feature for the GC community – a consulting table where you will be able to discuss your printing needs with our staff. You can look over the available choices for your print job, choosing from samples of the various paper stocks. You can also see the finished product from other jobs. The Graphic Arts department is well equipped and able to meet the GC community needs to print envelopes, stationery, brochures, booklets and newsletters.

If you have any questions, please call Ms. Nancy Saieh (7603).

**Mailing Center**

The Mailing Center has a new DP40S Address Printer that is a great addition to both the Mailing Center and Graphic Arts departments. It is a networked printer so its benefits can be utilized by both areas.

For the Mailing Center, it prints addresses onto many different stocks of paper including glossy postcards which were an issue with the previous model printer. It runs at variable temperatures depending on the stock to insure that the ink dries quickly and will not smudge the addresses. It also clearly prints the new Intelligent Mail Bar Code, which is a multi-layered, more detailed barcode that will soon become the standard barcode for all
presort mailings. The DP40S can print the return address with the new GC logo at the same time as it prints the mailing addresses, saving time if there are no preprinted envelopes available.

For the Graphic Arts department, the DP40S Address Printer adds the digital capability to envelope printing enabling full four color process production. With the new GC logo this could be a valuable asset. This process requires no plates or negatives and we can print envelopes at 60 per minute straight from a file. It is also capable of printing various size projects when needed such as business cards and postcards.

I invite you to stop by the Mailing Center, room Z37, to see how this new digital printer can fit the needs of your department.

If you are preparing a high volume mailing, the quickest and preferred method of including the address information is as follows: Provide to the Mailing Center an Excel or Access file of your addresses. The Mailing Center will convert those files into our Pitney Bowes Printer Format and print those addresses directly onto the material that you provide (envelope, flyer, GSUC etc.). If, however, you require mailing labels, click on the attached document Mailing Center Policy and Procedures for instructions and requirements.

If you are interested in finding out more about the tabbing machine and how it might help your next mailing, or how to provide addresses on your next high volume mailing, please call Mr. Christian Capelli, Mailing Center Supervisor, ext 7642.

**Mailroom**

All tax levy departments, using FEDEX or UPS to ship College related packages will be charged for the shipping cost incurred. The charge will be handled as a reduction to the department’s OTPS allocation. As has always been to policy, all non-tax levy entities using FEDEX or UPS are required to reimburse the College for the shipping costs incurred. The reimbursement to the College should be made as soon as possible. Non-tax levy entities that are delinquent in reimbursing the College for any of the billed services will not be permitted to use those services.

In order for the operations of the Mail Facility to run more efficiently, please separate all internal and external mail prior to sending them to the Mail Facility to be processed. Please ensure that you “rubber band” each group separately.

Please click on to Postal Explorer at [http://pe.usps.com/](http://pe.usps.com/) for information pertaining to the most cost effective way to send your business mail. If you are not sure which class of mail or preparation method is best for you, you can use the Business Calculator to calculate several options and then hit the “Show History” button to have all the calculations you just made listed side by side for comparison to make your decision. You can also figure out per-piece and per-pound prices. The Business Calculator, along with the Domestic and International Calculators, on the Postal Explorer can be found at the website address above.
It is important that you are well-informed of the policies and procedures that relate to the College’s incoming and outgoing mail. The updated policies and procedures can be found by clicking on Mail Facility Policy and Procedures. The updated guidelines for Express Mail can be found by clicking on Express Mail Guidelines.

I encourage you to contact Mr. Reginald Lucas, Mail Facility Supervisor, for all you postal needs. He is well versed on postal regulations and can provide you with a wealth of information and alternative ways of processing and sending your mail and packages at a lower rate. Mr. Lucas can be reached at ext. 7751.