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**Purchasing** –

**IMPORTANT** – The last day Purchasing accepted requests for new orders of goods or services for the current fiscal year was April 30, 2015. Beginning May 1, 2015 the only requisitions that will be processed in CUNYFirst will be for orders that receive prior approval from Purchasing and the Business Office.

April 30th was the last day to process transactions with a credit card. If your credit card is used to process a monthly fee, subscription or other service please notify Purchasing so we can leave the credit card open. The credit card credit limit will be adjusted to an amount available to process the monthly fee but it will not be open for processing other transactions. Beginning May 1st if you require a transaction to be processed with a credit card please contact the Purchasing Office, provide the supporting documentation to justify the emergency nature of this purchase and if approved Purchasing will process the transaction with a Purchasing held credit card.

StaplesLink orders have been suspended as of May 1st until the new fiscal year begins on July 1st. Effective May 1st if you require a StaplesLink transaction to be processed please submit to the Purchasing Office supporting justification as to the emergency nature of this purchase. If approved, Purchasing will process the transaction.

**Meal Allowance** -

The University Central Office has reviewed its guidelines for meals provided during meetings, and these new guidelines have been approved by the NY State Comptroller’s Office. **Effective**
immediately, in order to pay for food provided during a meeting from tax levy funds the following new guidelines must be adhered to:

- Light Refreshments: the Maximum State allowable amount is $8.00 pp
- Modest Meal: the Maximum State allowable amount is $15.00 pp

Please note that these rates include all tips, delivery charges and incidentals.

The following documentation must be submitted to Accounts Payable for all events when food has been provided:

1. Original agenda indicating the date and duration of the meeting.
2. A printed attendee’s sheet signed by each attendee. If that is not possible, the meeting organizer must submit a signed list of all of the attendees.

In order to be in compliance with the guidelines any meeting where food is provided must be at least two (2) hours in length.

Our foodservice vendor, Restaurant Associates has been informed of the new State/CUNY guidelines.

If the per person cost as indicated in the guidelines is exceeded, an alternate funding source will be required to pay the difference.

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.

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 those rules and regulations 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>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>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)**

As we approach the end of the Fiscal Year (2015), it is highly suggested that you run the CUNYFirst Budget Report and take a look at your Department’s account balances. Ensure that all current invoices, receiving reports, and packing slips for goods/services are approved for payment then submitted to Accounts Payable for processing against existing encumbrances or Purchase Orders. The CUNYFirst system receipt is also required for payments to be completed.

If you have pending Expense Reports in CUNYFirst, you must submit the original receipts, justification when needed, and authorized pre-approval to Accounts Payable.
If you have any questions about your account balances, contact the Accounts Payable Department or the Budget Office for immediate assistance.

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 guidance 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 NYS contracts regarding air travel, lodging and vehicle rentals when planning or executing official CUNY business travels. The NYS contracts/agreements can be found through the Graduate Center’s Accounts Payable web page by clicking on “Useful Links”. These contracts can also be accessed via the following links: http://www.ogs.ny.gov/bu/ss/trav/ and 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. 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.

The Central Office has provided an alternative method of paying non-GC faculty through the Travel and Expense Module. If you are creating an expense report or a travel authorization for someone whose home college is not the Graduate Center (a professor that belongs to another CUNY college) and you need to charge the expenditure to a Graduate Center tax levy account, contact Angella Bowley immediately at abowley@gc.cuny.edu or 212-817-7668.

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 are now being performed online in CUNYfirst. CUNY-issued Credit Cards include all P-Cards, T-Cards and NET-Cards. This online process has replaced our previous 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.

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.

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

Budget –

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.

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 –

As you know, June 30, 2015 marks the end of fiscal year 2014-2015. 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 the following operational timeline to facilitate the orderly processing of transactions and financial reporting:

**Accounts Payable Invoices**
All 2014-2015 invoices must be submitted to the Business Office on or, preferably, before June 30, 2015 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 in to the Business Office for processing on or, preferably, before June 30, 2015.

All receiving reports, packing slips and invoices for items and/or services that you purchase and receive before June 30, 2015 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>

**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 fillable 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 for 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