The Business Office Advisory contains new and updated policies and procedures from the Graduate Center’s Business Office, CUNY, and the New York State Comptroller’s Office. The information in this Advisory covers issues related to tax levy and non-tax levy entities, and it was prepared and submitted by members of the Business Office staff. Please refer to the directory at the end of this document and feel free to contact each department directly with any specific questions.

Contents: (Click on any of the titles below to view content directly)

1. Purchasing
   - Important Dates

2. Accounts Payable

3. Payroll

4. Non-Tax Levy Entities
   - Wire Transfers / ACH Transfers

5. Accessing Financial Manager Reports

1. Purchasing

**Important dates for the fiscal year end are as follows:**

- **Friday, June 3, 2016:** If your department has a remaining balance in your purchase order for Proftech, office supply orders against that balance for FY 2016 must be placed and approved in the Proftech system. After June 3rd all remaining balances will be zeroed out and no further orders can be placed until the new fiscal year.

- **Thursday, June 30, 2016:** All goods or services must be received by this date in order to be charged against the Fiscal Year 2016 budget. Goods or services received after this date will be charged to Fiscal Year 2017.

If you have any questions, feel free to contact Mr. Ronald Paynter, Director of Purchasing and Contracts at Ext. 7609 or rpaynter@gc.cuny.edu.

2. Accounts Payable –

In order for goods and/or services to be charged against Fiscal Year 2016, items must be received at the college no later than June 30, 2016.

As we approach the end of Fiscal Year 2016, continue to run the CUNYfirst Budget Report and review your department’s encumbrances. Ensure that all invoices, receiving reports, or packing slips for goods/services are approved for payment then submitted to Accounts Payable for processing. The receipts and inspection, when needed, must be scanned into the CUNYfirst system to complete payment requests. Any invoice and required documents that are not received by July 15 in Accounts Payable will be returned to the department and should be paid with non-tax levy fund source.

CUNYfirst Travel Authorizations should have been created and approved prior to the first date of travel for the remainder of the fiscal year. Once travel has taken place, copy/convert the Travel Authorization into an Expense Report and upload all supporting documents in CUNYfirst within 5 business days. In order to charge any expense reimbursement against FY 2016, the Expense Report must be created and approved no later than July 15 for travel that took place by June 30. All the supporting documents and justification letters, when needed, must be submitted to Accounts Payable to complete your payment request.

Travel Authorizations for travel in FY 2017 must be created in CUNYfirst after the budget has been loaded for FY’17. **For travel dates that begin in FY 2016 and continue into FY 2017, but not later than mid-July, please contact Angella Bowley at abowley@gc.cuny.edu for further instructions.**
3. Payroll –

Spring 2016 Teaching Adjuncts are paid over 8 equal installments. The first payment was February 18, 2016 and the last payment will be May 26, 2016.

For the year 2016, the maximum amount of earnings subject to the Social Security Tax (referred to as the taxable maximum) is $118,500.

To update your address, submit the “Notification of Address Change Form” to the Payroll Office. We ask that you notify the Payroll Office whenever you change your address. The Notification of Address Change form can also be accessed from the Payroll Office’s web page by clicking on the following link: http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll. Then click on Important Documents and Forms, and finally click on Notification of Address Change.

If you have any questions, contact the Payroll office at 212-817-7630 or payroll@gc.cuny.edu.

4. Non-Tax Levy Entities –

As you know, June 30, 2016 marks the end of fiscal year 2015/2016. During this time, the Business Office conducts a number 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 2015/2016 invoices must be submitted to the Business Office on or, preferably, before June 30, 2016 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, 2016.

All receiving reports, packing slips and invoices for items and/or services that you purchase and receive before June 30, 2016 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.

**Wire Transfers and ACH Transfers:**

All transfers must be requested on the updated [ACH/Wire Transfer Request Form](#). The requestor must select one of two options: Wire Transfer or ACH Transfer. To ensure legibility and accuracy, complete the PDF fillable form before printing. All of the required fields (including Memo Information) must be completed. The form must also include the Fund Manager’s signature. Incorrect information may delay the processing of a transfer request.

Recently, our bank decided to charge the College a fee for each wire transfer. As a result, all Departments/Funds that request to have their funds wire transferred will be charged as follows:

- $10 for domestic wire transfers
- $20 for international wire transfers

For **domestic transfers**, you have the option of having your funds transferred using the ACH Network, instead of a wire transfer. The ACH Network takes one to two business days to settle and it is **free of charge**. The following is needed for **domestic wires**: Beneficiary Information and Beneficiary Bank Information, including account number, ABA number or Routing number.

For **international wires** the following is needed: Beneficiary Information and Beneficiary Bank Information, including SWIFT or BIC code. Additional information may be required for some countries, but that will be requested as needed. If the payee’s bank is part of the European Community, the IBAN and SWIFT or BIC are required as well.

**5. Accessing Financial Manager Reports using Argos**

Please visit the [General Fund](#) web page for information regarding grants and financial reports. If you have any questions about accessing Argos or regarding authorization to access a particular department, organization and/or fund please contact Mario Benitez by phone at Ext. 7671 or by email at [mbenitez@gc.cuny.edu](mailto:mbenitez@gc.cuny.edu).

**Departmental Webpages:**

<table>
<thead>
<tr>
<th>Dept. Name/Webpage</th>
<th>Email Address</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td><a href="mailto:accountspayable@gc.cuny.edu">accountspayable@gc.cuny.edu</a></td>
<td>212-817-7620</td>
</tr>
<tr>
<td>Budget</td>
<td><a href="mailto:budget@gc.cuny.edu">budget@gc.cuny.edu</a></td>
<td>212-817-7661</td>
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<tr>
<td>Bursar</td>
<td><a href="mailto:bursar@gc.cuny.edu">bursar@gc.cuny.edu</a></td>
<td>212-817-7680</td>
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<tr>
<td>Business Office</td>
<td><a href="mailto:businessoffice@gc.cuny.edu">businessoffice@gc.cuny.edu</a></td>
<td>212-817-7660</td>
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<tr>
<td>Doctoral Students’ Council</td>
<td><a href="mailto:dsc@cunydscc.org">dsc@cunydscc.org</a></td>
<td>212-817-7888</td>
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<td>GC Related Entities</td>
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<td>212-817-7662</td>
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<td>212-817-7630</td>
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<td>Purchasing</td>
<td><a href="mailto:purchasing@gc.cuny.edu">purchasing@gc.cuny.edu</a></td>
<td>212-817-7650</td>
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**Business Office Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone</th>
<th>Department</th>
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<tr>
<td>Benitez, Mario</td>
<td><a href="mailto:mbenitez@gc.cuny.edu">mbenitez@gc.cuny.edu</a></td>
<td>212-817-7671</td>
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<tr>
<td>Bowley, Angella</td>
<td><a href="mailto:abowley@gc.cuny.edu">abowley@gc.cuny.edu</a></td>
<td>212-817-7668</td>
<td>Accounts Payable</td>
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<tr>
<td>Brydson, Nadine</td>
<td><a href="mailto:nbrydson@gc.cuny.edu">nbrydson@gc.cuny.edu</a></td>
<td>212-817-7632</td>
<td>Payroll</td>
</tr>
<tr>
<td>Daniel, Catherine</td>
<td><a href="mailto:cdaniel@gc.cuny.edu">cdaniel@gc.cuny.edu</a></td>
<td>212-817-7663</td>
<td>General Fund</td>
</tr>
<tr>
<td>Fabre, Guy Gerald</td>
<td><a href="mailto:gfabre@gc.cuny.edu">gfabre@gc.cuny.edu</a></td>
<td>212-817-7672</td>
<td>Business Office</td>
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<tr>
<td>Harewood, Althea</td>
<td><a href="mailto:aharewood@gc.cuny.edu">aharewood@gc.cuny.edu</a></td>
<td>212-817-7662</td>
<td>GC Foundation/Aux. Enterpr./Child Care</td>
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<td>Joshua, Finney</td>
<td><a href="mailto:fjoshua@gc.cuny.edu">fjoshua@gc.cuny.edu</a></td>
<td>212-817-7661</td>
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<tr>
<td>Lei, Hing Ying (Tracy)</td>
<td><a href="mailto:hlei@gc.cuny.edu">hlei@gc.cuny.edu</a></td>
<td>212-817-7633</td>
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<tr>
<td>Liu, Emily</td>
<td><a href="mailto:Eliu2@gc.cuny.edu">Eliu2@gc.cuny.edu</a></td>
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<tr>
<td>Molina, Deborah</td>
<td><a href="mailto:dmolina@gc.cuny.edu">dmolina@gc.cuny.edu</a></td>
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<td>Rodriguez, Maribel</td>
<td><a href="mailto:mrodriguez@gc.cuny.edu">mrodriguez@gc.cuny.edu</a></td>
<td>212-817-7683</td>
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<tr>
<td>Shor, Stuart</td>
<td><a href="mailto:sshor@gc.cuny.edu">sshor@gc.cuny.edu</a></td>
<td>212-817-7604</td>
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<tr>
<td>Tandrian, Willima</td>
<td><a href="mailto:wtandrian@gc.cuny.edu">wtandrian@gc.cuny.edu</a></td>
<td>212-817-7634</td>
<td>Payroll</td>
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<tr>
<td>Tsang, Allan</td>
<td><a href="mailto:atsang@gc.cuny.edu">atsang@gc.cuny.edu</a></td>
<td>212-817-7610</td>
<td>Bursar</td>
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<tr>
<td>Tse, David</td>
<td><a href="mailto:dtse@gc.cuny.edu">dtse@gc.cuny.edu</a></td>
<td>212-817-7667</td>
<td>Auxiliary Enterprise / Child Care</td>
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<tr>
<td>Vardakari, Evangelia</td>
<td><a href="mailto:evardakari@gc.cuny.edu">evardakari@gc.cuny.edu</a></td>
<td>212-817-7603</td>
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<td>Whyte-Weiss, Cheryl</td>
<td><a href="mailto:cwhyte-weiss@gc.cuny.edu">cwhyte-weiss@gc.cuny.edu</a></td>
<td>212-817-7664</td>
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<td>Wynter, Maurice</td>
<td><a href="mailto:mwynter@gc.cuny.edu">mwynter@gc.cuny.edu</a></td>
<td>212-817-7652</td>
<td>Purchasing</td>
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