

## **CUNYfirst Procedure- Non-Purchase Order (PO) Transactions**

***End Users must never order goods and services directly from a vendor unless:***

- (1) It is a valid P-card purchase; and/or***
- (2) It is a valid emergency purchase.***

***Only Procurement personnel are authorized to make purchases of goods and services on behalf of a college or the Central Office.*** Goods or services ordered in advance of a valid purchase order created by the Purchasing Department will be deemed “confirming orders.” Confirming orders, except for valid P-card or emergency purchases, are in violation of CUNY’s procurement policy, will be escalated to the college’s VP of Finance and Administration for review and action, and will be subject to audit from CUNY’s Office of Internal Audit. Individuals who procure goods or services directly from vendors (confirming orders) may be liable for payment for the order.

All purchases, with the exception of emergency purchases and expense reimbursements, must be processed using the complete procurement cycle, beginning with the creation of a requisition in *CUNYfirst* and the issuance of a purchase order. Procurement should be consulted immediately in the event an emergency purchase is required. Emergency purchases must be authorized by the college or Central Office. These emergency purchases must be followed by the standard CUNY procurement process, including an approved requisition, and the issuance of a confirming purchase order to the vendor.

Some goods/services that are paid for today using non-PO vouchers should be managed through the use of blanket purchase orders in *CUNYfirst* – for example, advertising, hardware supplies, etc. Others can be paid for using the P-Card.

In those limited situations where a vendor does not accept a purchase order or P-card, a purchase order should be created using the standard requisition/purchase order process, but the PO will not be sent to the vendor. The requisition/purchase order process must precede the ordering of goods/services. When an invoice is received from a vendor, payment for the goods or services will be made against the PO even if the PO has not been sent to the vendor.

### **Payment (Confirming Orders)**

***No payments will be made to a vendor without a valid purchase order in CUNYfirst.***