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.

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   - Minority and Women-Owned Enterprises
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   - Office Supplies Vendor
   - Meal Allowance
   - Restaurant Associates Requisition

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   - My Wallet

3. **Payroll**

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1. Purchasing

The cut-off date for the submission of requisitions against the current FY 2016 was March 18, 2016. Therefore, the Purchasing Department is no longer accepting requisitions for the current fiscal year.

Other important dates for the fiscal year end are as follows:

- Friday, March 18, 2016: Last day to submit requests to increase purchase orders (including Proftech purchase orders).
- Friday, June 3, 2016: All Proftech orders for Fiscal Year 2016 must be placed and approved.
- Thursday, June 30, 2016: All goods or services must be received by this date in order to be charged against the FY 2016 budget. Goods or services received after this date will be charged to FY 2017.

Minority and Women Owned Enterprises (MWBE)

In an effort to meet the NYS Governor’s goal the College is striving to utilize more MWBE vendors. When you are ready to procure goods or services keep in mind any MWBE vendors who may be available who can provide you with your requirements. The following link contains a directory of the New York State certified MWBE vendors which can be accessed by business name or description to assist in identifying potential MWBE vendors: New York State Contracts - MWBE Directory

Credit Card - Transactions posting weekly

You may have noticed that you are receiving additional notices from CUNYfirst in reference to the reconciliation of credit card transactions. There is a new process initiated for credit card transactions posted in CUNYfirst. The University is posting transactions on a weekly basis and an email is sent out weekly if you have any new or existing charges that have not been reconciled in CUNYfirst.

Credit Card – P-card

If your department requires a credit card to process a transaction for goods you must complete the following steps:

1. Submit a signed hard copy/paper requisition to Purchasing. The requisition form is available on the following link: Purchase Requisition Form
2. The requisition must include the Department name, contact person (including phone number and email address), description of goods/services requested
3. The following documents must be attached to substantiate the charge: subscription notice, invoice, order form, any other documentation necessary to support the transaction.

Purchasing will not process a credit card transaction without the required supporting documentation. With the new P-card process, Purchasing will handle the CUNYfirst requirement for reconciliation, verification and approval of all P-card transactions. If you require a transaction to be processed with a credit card please contact the Purchasing Office, provide the supporting documentation and if approved Purchasing will process the transaction with a Purchasing-held credit card.

All credit card holders who have transactions during each monthly period will receive an email notifying them that their credit card transactions have been loaded into CUNYfirst. Credit card holders have FIVE (5) BUSINESS DAYS upon receipt of this notification to reconcile their credit card and have their transactions verified/approved by their supervisor in CUNYfirst. Failure to adhere to this deadline will result in the suspension of the card holders’ credit card privileges.

**Office Supplies Vendor**

The College Office Supply vendor has changed from Staples to Proftech. Proftech is an authorized reseller for Staples as well as a Minority Owned Business (MBE). The site where orders will be placed has changed to Proftech but it is essentially the StaplesLink site with the Proftech name instead of Staples. Your previous StaplesLink ID and password will now be used to log into the Proftech site.

The major change implemented is in order to utilize the Proftech ordering site all tax-levy funded departments are required to generate a blanket requisition in CUNYfirst for Proftech. A requisition must be generated for the total amount your department estimates they will spend on office supplies from Proftech for the entire fiscal year. Therefore, if you anticipate spending $750.00 for office supplies from Proftech for the new fiscal year you would create a requisition for $750.00 in CUNYfirst which will then be converted into a purchase order. As the fiscal year progresses and you place orders the expenses for orders are reduced from the purchase order and your budget balance in Proftech.

The purchase order generated can be increased or decreased to reflect your actual spending. If you require additional funds in the purchase order you will have to create a requisition in CUNYfirst requesting the increase and if you do not spend your entire purchase order balance you can send an email to the Purchasing Office to request a decrease. After you place an order and receive the goods
you will have to sign the packing slip and forward it to Accounts Payable. You will also be required to generate a receipt for the amount of your order in CUNYfirst for each order received.

**Meal Allowance:**

The University Central Office has created new guidelines for meals provided during meetings. These guidelines have been reviewed and approved by the University and the NY State Comptroller’s Office, and they must be adhered to in order to pay for food provided during a meeting from **tax levy funds**. A summary document created by the University outlining the new requirements is available on the [Purchasing Department](#) web page. The highlights of the new guidelines are as follows:

- **Light Refreshments:** the maximum State allowable amount is $8.00 per person
- **Modest Meal:** the maximum State allowable amount is $15.00 per person
  
  *Please note that these rates include all tips, delivery charges and incidentals.*

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

- An original agenda indicating the date and duration of meeting
- An attendee sign-in sheet. If that is not possible, the meeting organizer must submit a signed list of all of the attendees.
- **Order form or invoice from Restaurant Associates**

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

These food limitation costs have been shared with Restaurant Associates as well so they are aware of the guidelines. If the per person cost as indicated in the new guidelines is exceeded an alternative funding source will be required to pay the difference.

**Restaurant Associates Requisitions**

When creating a requisition for services provided by Restaurant Associates please include the following description and information:

**Description information required for requisition:**
1. Catering for (short description of the meeting)
2. Date and the time the meeting begins and ends. (Meal guidelines require a meeting to last a minimum of two hours).

3. Number of individuals who attended the meeting

There are numerous requisitions held from processing and payment because the supporting documentation has not been supplied. Please follow these steps and the Meeting Guidelines provided so your requisitions can be processed promptly.

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.

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**2. Accounts Payable –**

To all Travel Card (T-Card) Holders:

The University will be implementing a new functionality “**My Wallet**” to the Travel and Expense Module in CUNYfirst. Travel Cardholders will no longer reconcile their credit card transactions in the Purchasing or P-Card Module in CUNYfirst. Instead the travel card transactions will be loaded to “**My Wallet**” in the Travel and Expense Module where the reconciliation will take place.

The implementation of My Wallet is expected to take place on April 1, 2016. Therefore, T-card transactions were loaded to My Wallet after March 29th and will be managed through the Travel and Expense Module. In preparation for the **My Wallet** implementation, all travel card holders are urged to reconcile current travel card transactions in a timely manner.

There will also be another level of emphasis on the use of the travel cards which are assigned to individuals only. It is very critical that the travel cards are managed properly and be used only by the individual it is assigned to.

The Business Office has already scheduled a number of training sessions for the month of April. Additional invitation emails for registration are forthcoming. Meanwhile, please check out the GC online Calendar.
3. Payroll –

Spring 2016 Teaching Adjuncts will be paid 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](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 –

**Wire Transfers and ACH Transfers:**

All transfers must be requested on the updated [ACH/Wire Transfer Request Form](http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll). 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.


Departmental Webpages:

<table>
<thead>
<tr>
<th>Dept. Name/Webpage</th>
<th>Email Address</th>
<th>Phone #</th>
</tr>
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<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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<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@cunydsc.org">dsc@cunydsc.org</a></td>
<td>212-817-7888</td>
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<td>GC Related Entities</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

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<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone</th>
<th>Department</th>
</tr>
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<tbody>
<tr>
<td>Abraham, Ab</td>
<td><a href="mailto:aabraham@gc.cuny.edu">aabraham@gc.cuny.edu</a></td>
<td>212-817-7611</td>
<td>Bursar, Payroll, Doctoral Student Council</td>
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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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<td>Bowley, Angella</td>
<td><a href="mailto:abowley@gc.cuny.edu">abowley@gc.cuny.edu</a></td>
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<td>Brydson, Nadine</td>
<td><a href="mailto:nbrydson@gc.cuny.edu">nbrydson@gc.cuny.edu</a></td>
<td>212-817-7632</td>
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<td>Daniel, Catherine</td>
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<td>Fabre, Guy Gerald</td>
<td><a href="mailto:gfabre@gc.cuny.edu">gfabre@gc.cuny.edu</a></td>
<td>212-817-7672</td>
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<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>
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<td>Lei, Hing Ying (Tracy)</td>
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<td>Tandrian, Willima</td>
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<td>212-817-7634</td>
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<td>Tsang, Allan</td>
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<td>212-817-7610</td>
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<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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<td>212-817-7652</td>
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