



DARE TO DO MORE

From: Accounts Payable Department

To: College Community

Date: May 31, 2019

Re: Last Day To Enter Receipts For FY '19

*****All receipts entered after June 30th for FY19 Goods or Services MUST Reflect a date of 6/30/2019 click for instructions.*****

*****All receipts entered starting June 24th for FY19 Goods or Services MUST have a packing slip emailed to ap@lagcc.cuny.edu include in the subject line vendor name and receipt number**

*****LAST DAY TO ENTER RECEIPTS FOR FY 19 GOODS AND SERVICES WILL BE THURSDAY JULY 11TH**

****PLEASE DO NOT ENTER RECEIPTS FOR ITEMS/SERVICES THAT YOU HAVE NOT RECEIVED****

IMPORTANT:

If your Purchase Order requires inspection and it has not been applied please make sure to contact the following parties:

IT – (i.e. computers, computer supplies) (A ticket is required contact parties in this Department for instructions)

Jason Bryan – Ext. 6129

Joseph Taveras – Ext. 6156

Maritza Acero – Ext. 6160

Pan-wai Wong – Ext. 6116

Hazmat – (i.e. chemicals, lab supplies)

Denise Gomez – Ext. 5507

Peter Jayasekara – Ext. 5507

Facilities – (i.e. furniture, fixtures, doors)

Diane Colon – Ext. 5506

Kenneth Campanelli – Ext. 5502

Jin Hyon-Lee – Ext. 5591

Salim Djari – Ext. 5574

If you require assistance receipting your purchase orders or have related questions or concerns please feel free to contact Accounts Payable Ext. 5723 or ap@lagcc.cuny.edu. We are here to assist you 😊

Please feel free to visit our webpage for helpful instructional materials

<http://www.laguardia.edu/Business/Training-Materials/>