



DARE TO DO MORE

From: Purchasing Office

To: College Community
From: Mitchell R Henderson, Director of Procurement and Contracts
Date: February 13, 2019
Re: Last Day to Submit Purchase Requisitions for FY '19

Friday, March 8, 2019 will be the **last day to submit purchase requisitions via CUNYfirst.**

Purchase Requisitions must be **approved** and **budget checked** by **Friday, March 8, 2019.**

Requisitions entered into CUNYfirst after March 8, 2019 will **not** be processed.

Please do not wait until March 8th to submit your requisitions. The sooner you submit your requests for goods and services for the remainder of the fiscal year, the quicker Purchasing staff can place orders with the appropriate vendors. **Requisitions will be processed in the order they are received as long as proper procedures have been followed.**

(Please refer to page 2 for more specific year-end closing procedures.)



DARE TO DO MORE

Year-End Purchasing Instructions:

1. **Price Quotes** - If price quotes (RFQ's) are necessary and you need Purchasing to obtain quotes, please send necessary documentation to Purchasing by **Monday, February 25, 2019**. Purchasing will return price information to you in time for your requisition to meet the requisition deadline.
2. **Furniture** - Furniture orders take substantially longer than regular goods. Typically 6-10 weeks. Therefore, the cutoff date for furniture orders will be **Friday, March 1, 2019**. This will allow adequate time to process and send out the purchase order. Contact Diane Colon at extension 5506 for furniture quotes.
3. **Budget Modifications** - The deadline for submission of budget modifications will be **Monday, February 25, 2019**. Contact the Budget Office at budget@lagcc.cuny.edu for budget inquiries.
4. **Receipt of Goods** - For an expense to be accepted and charged to the FY 2018/2019 budget, the related goods or services must be physically received in the College on or before **Thursday, June 27, 2019**. Documentation must be accompanied by a bill of lading and/or packing slip to show proof that delivery took place on or before **Thursday, June 27, 2019**. If a department receives any of these documents, they must be forwarded to Accounts Payable, Room E-413
5. **Late Deliveries** - If a purchase is dated prior to **June 27, 2019**, and the goods or services are received after this date, the charge will be against your FY 2019/2020 budget.
6. **Invoices** - All invoices received by a department should be immediately forwarded to the Accounts Payable Department, ap@lagcc.cuny.edu or Room E-413 upon receipt.

If you have any difficulty adjusting to this schedule, please contact me directly at extension 5534, Tawanikka Smith at extension 5590, or Karen Pinckney at extension 5288. Budgetary assistance can be obtained by contacting Anthony Garafola at extension 5538. We will do all we can to assist you in resolving any issues regarding the deadlines set forth.

**Cc: Vice President Shahir Erfan
Tom Hladek, Executive Director of Finance and Business
Purchasing Staff, Accounts Payable Staff, Budget Staff**