



DARE TO DO MORE

From: Purchasing Office

To: College Community
From: Mitchell R Henderson, Director of Procurement and Contract,
Date: May 14, 2019
Re: Last Day for Proftech Order for FY '19

THE END IS NEAR!

FISCAL YEAR 2019 ENDS JUNE 30, 2019.

ALL PRODUCTS AND SERVICES MUST BE DELIVERED NO LATER THAN
THURSDAY, JUNE 27, 2019!

Proftech Blanket Order Deadline:

The last day to order from your department's FY'19 Proftech blanket order is Friday, June 14, 2019. Orders placed after this day will not be approved. After this date, any remaining funds will be liquidated from the Proftech budget line.

Delivery Inspections:

It is imperative that end-users inspect orders immediately upon delivery to ensure accuracy. Do not delay. If something is missing or damaged, notify Purchasing at once so that correction can be facilitated with the vendor. Delaying inspection may result in the inability hold the vendor responsible for correcting the issue. Once the order is satisfactorily checked, immediately receipt in CUNYfirst.

Software Renewals for FY'20:

Please prepare your requisitions for all software renewals to avoid service interruption in the new fiscal year. Be sure to change the budget date (Budg Dt) to 7/01/2019. Instructions are attached.