



**DARE TO DO MORE**

Date: January 31, 2022

To: CUNYfirst Requesters & Approvers

From: Tawanikka Smith, Director of Procurement and Contracts

RE: **FY'22 Year End Budget Modification and Purchasing Deadline Dates**

Below are the FY'22 Year End budget modification and Purchasing deadline dates for all Tax Levy and Non-Tax Levy programs. All activities should be completed on or before the dates indicated. Due to the high volume of activity during this time, requisitions will be processed in the order they are received.

**Any emergency or COVID-19 related requests after the FY'22 requisition deadline must get approval from the Purchasing Director and must have budget approval prior to creating a requisition.**

**For Non-Tax Levy budget proposals approved by the Board of Directors after March 18, 2022, please contact Accounting for budgetary assistance. (See page 2).**

**Important Note: Due to supply shortages and global logistics issues, lead time for many products have increased.**

1.	<b>Furniture Price Quote Requests</b> -Submit quote request via email to the Property Management Office at <a href="mailto:pm_office@lagcc.cuny.edu">pm_office@lagcc.cuny.edu</a>	<b>February 18, 2022</b>
2.	<b>IT Related Quote Requests</b> -Submit quote request via Help Desk ticket <a href="mailto:ithelp@lagcc.cuny.edu">ithelp@lagcc.cuny.edu</a>	<b>March 4, 2022</b>
3.	<b>Price Quote Requests</b> -Submit requests with detailed information via email to the Purchasing Office at: <a href="mailto:Purchasing@lagcc.cuny.edu">Purchasing@lagcc.cuny.edu</a>	<b>March 4, 2022</b>
4.	<b>Budget Modifications Requests</b> -For Tax Levy, complete "Tax Levy Modification Request form" and email it to the Budget Office at <a href="mailto:Budget@lagcc.cuny.edu">Budget@lagcc.cuny.edu</a> - For Non Tax Levy, complete "Non-Tax Levy Modification Request form" and email it to <a href="mailto:Relatedentities@lagcc.cuny.edu">Relatedentities@lagcc.cuny.edu</a>	<b>March 17, 2022</b>
5.	<b>Purchase Requisitions (*)</b> -All purchase requisitions submitted. Must be approved & valid budget checked.	<b>March 18, 2022</b>
6.	<b>Receipt of Goods/Services</b> - Department liaison must submit bill of lading and/or packing slip as proof of delivery to Accounts Payable via email. Tax Levy: <a href="mailto:ap@lagcc.cuny.edu">ap@lagcc.cuny.edu</a> , Non Tax levy entities: <a href="mailto:relatedentities@lagcc.cuny.edu">relatedentities@lagcc.cuny.edu</a> <b>-All goods and services received after this date will be charged to the next fiscal year's budget (FY '23).</b>	<b>June 30, 2022</b>

**(\*) Important steps to take to create a valid purchase requisition:**

1. Before creating a requisition, familiarize yourself with the CUNYfirst requisition process and locate the **correct Budget and Expense codes** from the Purchasing Tip Code sheet below:  
[http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Purchasing\\_Office/CUNYFirst\\_Code\\_Tip\\_Sheet\\_7\\_25\\_17.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Purchasing_Office/CUNYFirst_Code_Tip_Sheet_7_25_17.pdf)
2. Confirm that there is **budget available** for your purchase. Below is the link with instructions on how to run an OTPS budget report.  
[http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Training\\_Materials/How-to-run-Read-your-OTPS-Budget-report.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Training_Materials/How-to-run-Read-your-OTPS-Budget-report.pdf)
3. To request **Tax Levy budget funding**, email a **complete** list of the departmental requests, along with detailed justification to your Division's Liaison:
  - Academic Affairs : Keisha King
  - Administration: Anthony Garafola
  - Student Affairs: Arturo Luis Merchant
  - Executive: Jessica Mendoza
  - ACE: Karen Saca
  - Information Technology: Patricia Rivera
  - Institutional Advancement - Development: Aimeelyn Calandria
  - Institutional Advancement - Marketing & Communications: Georgina Taraskewich

If you have any questions on the information above, please do not hesitate to contact us:

- **Purchasing:** [purchasing@lagcc.cuny.edu](mailto:purchasing@lagcc.cuny.edu)
- **Budgetary assistance:**
  - Tax Levy- Carven (Soo Yee) Wong, - [budget@lagcc.cuny.edu](mailto:budget@lagcc.cuny.edu)
  - Auxiliary Enterprise: Maritza Gutierrez- [mgutierrez@lagcc.cuny.edu](mailto:mgutierrez@lagcc.cuny.edu)
  - College Association: Adesine Murray - [amurray@lagcc.cuny.edu](mailto:amurray@lagcc.cuny.edu)
  - ECLC: Vanda Stevenson - [vandafi@lagcc.cuny.edu](mailto:vandafi@lagcc.cuny.edu)
  - Special Accounts- Claudia Tapia - [ctapia@lagcc.cuny.edu](mailto:ctapia@lagcc.cuny.edu)
- **Invoice/Payment assistance:**
  - Tax Levy: [ap@lagcc.cuny.edu](mailto:ap@lagcc.cuny.edu)
  - Non Tax Levy: [Relatedentities@lagcc.cuny.edu](mailto:Relatedentities@lagcc.cuny.edu)

We appreciate your cooperation with adhering to the deadlines above.

**Cc: Shahir Erfan, Vice President of Administration and Finance**  
**Giaman Luong, Associate Business Manager**  
**Nancy Palma, Finance Controller**  
**Accounting Staff, Accounts Payable Staff, Budget Staff, Purchasing Staff**