



DARE TO DO MORE

To: College Community
From: Tawanikka Smith, Interim Director of Procurement and Contracts
Date: February 10, 2020
Re: Last Day to Submit Purchase Requisitions for FY '20

Friday, March 13, 2020 will be the last day to submit purchase requisitions via CUNYfirst for all **tax levy departments and programs, including restricted programs.**

Friday, April 3, 2020 will be the last day to submit purchase requisitions via CUNYfirst for **Early Childhood Learning Center and the Special Account.**

Purchase Requisitions must be **approved** and **budget checked** by the following dates:

Tax Levy-Friday, March 13, 2020

ECLC/Special Account-Friday, April 3, 2020

Requisitions entered into CUNYfirst after these dates will **not** be processed.

Please do not wait until the deadlines 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.)

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 the following dates:
Tax Levy- **Monday, March 2, 2020**
ECLC/Special Account-**Friday, March 20, 2020**
Purchasing will return pricing 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 all furniture orders will be **Friday, February 28, 2020**. This will allow adequate time to process and send out the purchase order. For furniture quotes, submit a furniture quote request via email to the Property Management Office at pm_office@lagcc.cuny.edu and someone from Property Management will respond.

3. **Budget Modifications** - The deadlines for submission of budget modifications are:
Tax Levy- **Friday, February 28, 2020**.
ECLC/Special Account-**Friday, March 27, 2020**
For budget inquiries, contact:
Tax levy- budget@lagcc.cuny.edu
ECLC/Special Account- relatedentities@lagcc.cuny.edu

4. **Receipt of Goods** - For an expense to be accepted and charged to the FY 2020 budget, the related goods or services must be physically received in the College on or before **Tuesday, June 30, 2020**. Documentation must be accompanied by a bill of lading and/or packing slip to show proof that delivery took place on or before **Tuesday, June 30, 2020**. If a department receives any of these documents, they must be forwarded to Accounts Payable (for tax levy) and Accounting (for ECLC/Special Account), Room E-413 or emailed to:
Tax Levy- ap@lagcc.cuny.edu
ECLC/Special Account- relatedentities@lagcc.cuny.edu

5. **Late Deliveries** - If a purchase is dated prior to **June 30, 2020**, and the goods or services are received after this date, the charge will be against your FY 2021 budget.

6. **Invoices** - Invoices received by a department should be immediately forwarded to Room E-413 or emailed to:
Tax Levy- ap@lagcc.cuny.edu
ECLC/Special Account- relatedentities@lagcc.cuny.edu

If you require further information, please contact Purchasing at extension 5525.

Budgetary assistance can be obtained by contacting:

Tax Levy- Carven (Soo Yee) Wong, x5388

ECLC- Vanda Stevenson, x5514

Special Account- Claudia Tapia, x5513

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, Accounting Staff