

**MEMORANDUM**

TO: Faculty & Staff

FROM: Gina Harwood, AVP for Financial Operations

DATE: June 6, 2017

RE: OTPS Fiscal Year-End 2017 Procedures

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The end of the fiscal year is fast approaching and this memorandum is to remind departments that all items or services must be received and/or performed by June 30, 2017 in order to be paid from fiscal year 2017 funds. At this time, please send any remaining fiscal year 2017 invoices to Accounts Payable so that they can be processed. In addition, please be sure to enter receiving reports in CUNYfirst for these items since this is required before payment can be made. **The CUNYfirst receipt must reflect a date of June 30<sup>th</sup> or earlier.**

All invoices, receiving reports and appropriate supporting documentation for purchases and services received by June 30, 2017 should be sent to Accounts Payable, Shuster Hall 016, by no later than July 13, 2017 to be paid with fiscal year 2017 funds. Please ensure that all persons responsible for processing invoices on behalf of your departments are aware of this deadline. Please note that all un-receipted purchase orders will be closed in CUNYfirst on July 22, 2017.

For those departments with a P-card, the final Procurement card transactions for FY2017 will be loaded into CUNYfirst on July 5, 2017. All transactions must be fully reconciled at the department level (itemized receipt and supervisor verification) by July 11, 2017 to ensure that the expenditures are associated to the correct fiscal year.

Please be reminded that P-card transactions are uploaded every Tuesday and must be fully reconciled by department within five business days.

At this point, we strongly encourage departments to review their OTPS reports to ensure that any outstanding requisitions or purchase orders are completed or closed. For assistance on how to obtain the departmental OTPS report, please visit:

<http://www.lehman.edu/administration/business-office/documents/CUNYfirstExpenditureReport2.pdf>

Please forward this memo to persons in your department who are responsible for the processing of purchase requisitions and receipts. If you have any questions or concerns, contact Purchasing at X8261 or Accounts Payable at X8263.

Thank you.