

TO: The Lehman College Community

FROM: Division of Administration and Finance

DATE: January 30, 2024

RE: FY 2024 Year End OTPS Guidelines (Tax Levy and Non-Tax Levy entities)

As the College gears up for the conclusion of FY 2024 and aims to facilitate the timely processing of all requisitions, your support and cooperation in adhering to this year's deadlines are crucial for a successful year-end closure.

The deadline for FY 2024 requisition submissions for both Tax Levy and Non-Tax Levy is scheduled for **Friday, March 15, 2024**. To meet this deadline, requisitions **must** be entered, approved, and undergo budget checks. The Purchasing Department can only process requisitions that are fully approved by both the department and category approvers (when applicable) and have valid budget check acceptance in CUNYBuy. This deadline applies to requisitions in CUNYBuy and orders under The Marketplace (CDW, Edge, and Complete Books). Below you will find important reminders related to requisition submissions and a successful year-end close:

- **Placing Orders:** Only the Purchasing Office is authorized to issue purchase orders and enter into contracts and/or agreements with prospective vendors on behalf of the College. Should your department require the procurement of a good or service not routinely purchased from existing contracts or the vendor is not in the CUNYBuy system, please reach out to the purchasing director and your buyer, who will facilitate discussions with the vendors.
- **Preventing delays with your order:** departments are advised to thoroughly review their budgets and financial activity before submitting requisitions to prevent processing delays. You may do so by reviewing the CUNYfirst Budget and Expenditure Detail report from CUNYfirst. You can contact the Office of Budget and Planning for further guidance running the report.
- **Review open encumbrances:** departments should review their open encumbrances regularly to determine whether funds are adequate to make purchases that are projected to be delivered by June 30th. Based on this review, adjustments for an increase or decrease should be requested in the purchase order amount. Requests for an increase purchase order/encumbrance begins with a requisition submitted by the department. To request a decrease, please email your designated procurement liaison and the Purchasing Director.
As a reminder, all open encumbrance will reduce the department's available budget. If a Purchase Order is no longer needed, it should be liquidated to free up funds for other initiatives.
- **Submitting final invoices:** when a department approves a final invoice related to a purchase order, please specify "final payment" on the invoice.
- **Entering Receipts:** All Purchase Order Shipments including Marketplace orders, require you to create a receipt in CUNYBuy and upload the packing slip. If the packing slip is unavailable, you may upload the Advance Shipment Notice (ASN) sent to you by the supplier. In case the email is inaccessible, please reach out to the supplier's sales representative to request a copy of the packing slip. When creating the receipt, please ensure the receipt date accurately reflects the date the goods were received. For further information concerning receipts, please visit the CUNYBuy SharePoint Training portal located <https://cuny907.sharepoint.com/sites/CUNYBuy>.

- **NEW requisitions after the deadline:** any new requisitions after the March 15 submission deadline can only be considered in cases of demonstrated emergencies or if new funding is received by the department. Tax Levy requests should be emailed to Bethania Ortega for review and approval. Non-Tax Levy requests should be emailed to Luz Andujar.
- **College Credit Cards (P-cards):** P-card usage will be suspended from Friday, May 31, 2024, until Monday, July 15, 2024. It's important to acknowledge that to classify as fiscal 2024 expenses, P-card purchases must be received by Thursday, June 27, 2024 and reconciled by Wednesday, July 3, 2024. Any transaction reconciled after this date will be deducted from the FY 2025 budget, and no additional funds will be allocated to support these late reconciliations. Below are some important reminders for P-card holders:
 - P-card purchases aren't pre-encumbered, it remains the responsibility of the P-card holder to verify sufficient departmental budget funds to cover these expenses.
 - P-card transactions must be reconciled within ten (10) days of being uploaded into CUNYfirst.
 - Failure to reconcile within the mandated timeframe will result in a reduction of the Single Transaction Limit to \$2.00 and/or the revocation of P-card privileges for holders.
- **Travel Card and Authorizations:** for any travel between July 1, 2023 to February 29, 2024 you must submit an expense report by no later than **Friday, March 15, 2024**. For travel between March 1, 2024 to June 30, 2024 you must submit a travel authorization to encumber the funds no later than **Monday, April 1, 2024**. Travel allocations that are not encumbered by this date will be swept by the College Budget Office. Additional guidance related to travel will be sent separately in the near future.
- **FY 2024 Budget:** fiscal year 2024 funds **can** only be used for goods and services received on campus by **Thursday, June 27, 2024**. Goods and/or services received after June 27th, will be charged to your FY 2025 budget, and will require a new requisition be entered after July 1, 2024.

You **MUST** alert the Office of Budget and Planning and Purchasing Department for any goods and services NOT received by June 27th. Please email Bethania Ortega by no later than **Wednesday, July 3rd, 2024**, and include your department, Purchase Order number and the amount in the body of the email.

Key contacts: Below is the contact information of the key individuals who can assist you with issues concerning year-end activities within their respective areas:

- For questions regarding procurement, please contact your respective buyer and/or Marvin Smith, Procurement Director at Marvin.Smith@lehman.cuny.edu or extension 8209.
- For Tax Levy payment questions, receipts and travel, please contact Sonia Rodriguez, Accounts Payable Manager at Sonia.Rodriguez@lehman.cuny.edu or extension 8318.
- For Non-Tax Levy (CUNYfirst Related Entities payment and budget questions), please contact Luz Andujar, Director of Auxiliary Services at Luz.Andujar@lehman.cuny.edu or extension 8601.
- For Tax Levy budget inquiries, requisitions after the deadline, or any other issues, please contact Bethania Ortega, Director of Budget and Planning at Bethania.Ortega@lehman.cuny.edu or extension 8819.

As always, we thank you for your cooperation, help and assistance with this year's close! Please don't hesitate to reach out to us if you need any assistance and/or further guidance.