

Cancel Requisitions for FY 2022

To: All Departments

From: Kiesha L. Stewart, Procurement Director

Date: June 15, 2022

Subject: FY 2022 – CUNYfirst Clean-Up

PO processing of purchase requisitions for **tax-levy and non-tax levy** is **closed** for fiscal year 2022. Therefore, Purchasing and Accounts Payable must clean-up CUNYfirst in preparation for FY '2023. Therefore, please assist us by performing the following:

- Cancel **All** purchase requisitions that have been created, submitted and may be in Budget Error or Pending Approval for fiscal year 2022.
- Most importantly, review your open POs for items **not** received; **partially** received; and fully received to determine the appropriate course of action, as follows:
 - a. Please contact the vendor to confirm delivery on or before June 30, 2022.
 - b. Please create a receipt for items received, scan and attach packing slips and authorize invoice(s) and submit to AP for processing of payment.
 - c. Please email purchasing@kbcc.cuny.edu with the list of POs to be decreased/ canceled based on item a.
- Purchase requisitions for fiscal year 2023 **must** be created on or after July 1, 2022

Key Dates:

June 16, 2022 Last day to order maintenance, repair and operation supplies (MRO) via Grainger/Punchout, pending budget availability

June 30, 2022 Fiscal year-end. **ALL GOOS AND SERVICES MUST BE RECEIVED to be a FY 2022 expense.**

Should you have any questions, please call the Purchasing Office at ext. 5034.

Thanking you in advance for your cooperation.

cc: VP Ed Rios
Andres Escobar
Purchasing Staff
Accounts Payable Staff