

## Purchase Requisition - Submission – Closed

To: All Departments

From: Kiesha L. Stewart, Procurement Director

Date: May 19, 2022

**Subject: Purchase Requisition – Submission - Closed**

The submission of purchase requisitions for **tax-levy and non-tax levy** is **closed** for fiscal year 2022. As mentioned in my email dated May 5, Purchasing and Accounts Payable is winding down the fiscal year. Therefore, please begin to review your departmental POs for items **not** received; partially received; and most importantly fully received to determine the appropriate course of action for closing. Upon review and status of your PO, please email [purchasing@kbcc.cuny.edu](mailto:purchasing@kbcc.cuny.edu) with instructions to either decrease or cancel the PO(s). Moreover, please ensure that receipts are created against the PO(s) accurately and timely for good/services rendered in order for AP to process payment of invoice(s) without delay.

### **Key Dates are as follows:**

**April 15, 2022** Last day to enter Purchase Requisitions for FY 2022

**June 3, 2022** Last day to order office supplies via Proftech, pending budget availability

**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.**

Purchase requisitions submitted after the cut-off date(s) are subject to rejection and **may not be processed.**

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