

**From:** Eduardo Rios  
**Sent:** Wednesday, March 9, 2022 11:14 AM  
**Subject:** Purchasing Requisition Deadline - FY 2022

To: All Departments  
From: Kiesha L. Stewart, Procurement Director

The FY '22 year-end procurement process is now underway. To assist you with planning the remainder of the fiscal year, provided below are important dates to keep in mind.

**Friday, April 15, 2022:** The latest date Purchasing can accept budget-checked Reqs for processing. This date should in most cases allow sufficient time to source and dispatch POs for goods and services to be received on campus by CUNY's mandatory **June 30, 2021 deadline**. Any goods or services received after June must be charged to FY2023's budget.

- Reqs created and/or budget checked after April 15, most likely will not be processed given the circumstances. To track the status of your Reqs, please routinely go to Manage Requisitions in CUNYfirst and if necessary contact the Department Approver, Supervisor Approver, Category Approver, or Budget, as applicable, for assistance.
- The above dates also apply to the Related Entities (Association, Auxiliary, etc.).

**Friday, June 3, 2022:** Last day to submit orders to **Proftech** for purchase of office supplies and **Grainger Punchout** for the purchase of maintenance, repair and operation supplies.

#### **Accounts Payable:**

- Please create receipts in CUNYfirst as soon as you can after receiving goods and/or services. All required paperwork (i.e., packing slips, authorized invoices, etc.) must be emailed to Marilyn Moskowitz at [mmoskowitz@kbcc.cuny.edu](mailto:mmoskowitz@kbcc.cuny.edu).
- Please ensure that invoices are approved and signed before emailing them to Marilyn to be processed for payment. Reference the corresponding PO #s in the subject.

**Please note vendors are experiencing delays in supply chains and lead times for the delivery of goods have increased. Based on current budget conditions, any orders received after June 30, 2022 will not be accepted by Central Receiving and returned to the vendor.**

If you have any questions or need assistance regarding procurement, please contact me via email or at (718) 368-4602.

Thank you for your help to successfully close out FY2022.

Kiesha L. Stewart | Procurement Director  
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