

To: All Departments

From: Kiesha L. Stewart, Procurement Director

Date: May 26, 2022

**Subject: Fiscal Year End Clean-up - CUNYfirst**

The submission of purchase requisitions for **tax-levy and non-tax levy** is **closed** for fiscal year 2022. As mentioned in my emails dated May 5 and May 19, Purchasing and Accounts Payable are winding down the fiscal year. Therefore, please ensure the following:

- Cancel all purchase requisitions that have been created and pending approval for fiscal year 2022
- Do not create purchase requisitions for fiscal year 2023 until July 1, 2022
- Review your open POs for items **not** received; partially received; and most importantly fully received to determine the appropriate course of action for closing, as follows:
  - a. If a PO has been issued and the items have yet to be received, please contact the vendor to confirm that the PO was received and when items are expected to be delivered.
  - b. If a PO has been issued and the items are partially received, please contact the vendor to confirm the delivery status for the balance.
  - c. If your follow-up yields that your goods/services will **not** be received by June 30, please email [purchasing@kbcc.cuny.edu](mailto:purchasing@kbcc.cuny.edu) with the list of POs to be canceled/decreased.

**Key Dates are as follows:**

**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.**

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

