

## Introduction to Purchasing

### Deadlines

Submit Purchase Requisitions as soon as possible, while being mindful of the deadlines, to allow ample processing time.

**Friday, December 27, 2019:** Recommended last day to submit a complete CUNYfirst requisition for furniture.

**Wednesday, March 11, 2020:** Last day to submit a complete CUNYfirst requisition in the amount of \$5,000 or more.

**Wednesday, March 25, 2020:** Last day to submit a complete CUNYfirst requisition in the amount of \$4,999 or less.

**Wednesday, March 25, 2020:** Last day to submit requests to increase purchase orders (excluding Proftech purchase orders).

**Friday, May 8, 2020:** Last day to submit requests to increase or decrease Proftech purchase orders.

**Friday, May 27, 2020:** All Proftech orders for fiscal year 2020 must be placed and approved (including budget) by noon on this day. Any orders placed after this will be rejected.

**Thursday, June 30, 2020:** All goods or services must be received by this date in order to be charged to the fiscal year 2020 budget. Goods or services received after this date will be charged to fiscal year 2021.

**Monday, July 13, 2020:** Last day to enter a receipt for goods or services received by June 30. In addition, all related paperwork must be submitted to the Office of Accounts Payable. Receipts entered after July 13 will be charged to fiscal year 2021, even if the goods or services were received by June 30.

### Funding Sources

<b>State-Funded: Tax Levy (TL) IFR</b>	<ul style="list-style-type: none"> <li>• The Tax Levy budget is the College's primary operating budget</li> <li>• Comes from tuition paid by students and New York State allocations.</li> <li>• Transactions must comply with federal, state, and CUNY guidelines.</li> <li>• Purchase Requisitions Processed in CUNYfirst</li> </ul>
<b>Non-Tax Levy (NTL)</b>	<ul style="list-style-type: none"> <li>• Consists of funds earned from sources other than student tuition and state funding.</li> <li>• Fewer spending restrictions, transactions must still comply with the college's guidelines.</li> <li>• Purchase Requisitions Processed in CUNYfirst</li> </ul>
<b>Brooklyn College Foundation (BCF)</b>	<ul style="list-style-type: none"> <li>• Private fundraising arm of the College.</li> <li>• Funds are raised in the form of gifts from alumni and friends of the college, institutional grants, and investment earnings from both the endowment and other investments.</li> <li>• The Foundation provides resources to advance the College's mission to provide affordable access to excellent higher education.</li> <li>• Paper Requisitions Submitted to the the Office of Purchasing, 1420 Boylan Hall</li> </ul>
<b>Research Foundation (RF)</b>	<ul style="list-style-type: none"> <li>• Not-for-profit educational corporation</li> <li>• Manages private and government-sponsored programs at CUNY</li> </ul>

## Glossary

**eProcurement:** A CUNYfirst module that allows end users to run budget queries, submit purchase requisitions and receipts.

**eProcurement Notes:** A BC WebCentral application that assists end users with the tracking of requisitions as they flow through the purchasing process.

**Fiscal Year (FY):** A fiscal year is a period that the College uses for accounting and budgeting purposes. The University's fiscal year begins on July 1 and ends on June 30.

**Honorarium:** An honorarium is usually a small amount of money paid to someone for a service for which no official charge is made—such as speaking engagements or performances.

**ICA:** An Independent Contractor Agreement is a written contract between two parties for a specific service or project.

**OTPS:** Other Than Personnel Services is the budget to which goods and services are charged. Most departments have their own OTPS budget.

**Purchase Order:** A Purchase order is issued by the Office of Purchasing and is an agreement between the College and a vendor for goods or the rendering of services.

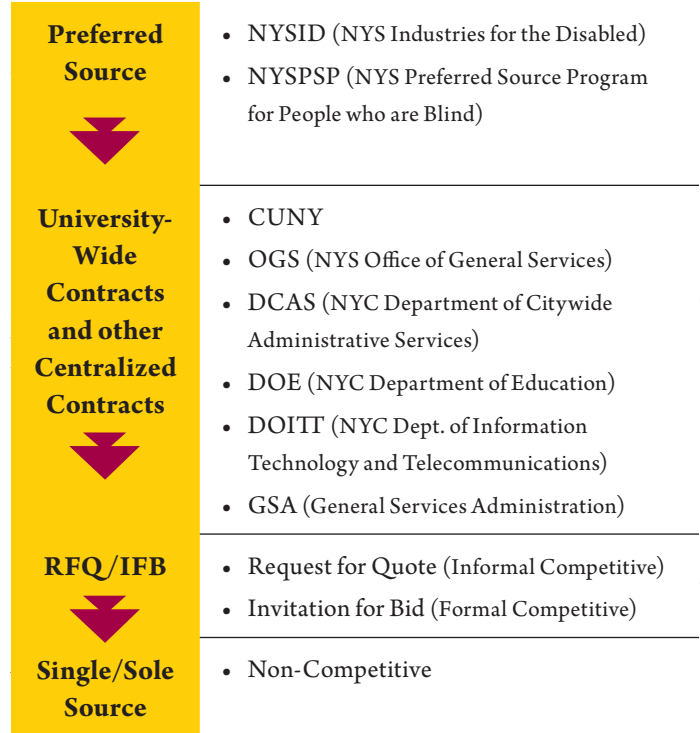
**Purchase Requisition:** A Purchase Requisition is a formal request for goods and services created by a department and submitted to the Office of Purchasing.

**(CUNYfirst) Receipt:** A receipt is the official confirmation that goods have been received or services have been provided. Once the receipt has been created the Office of Accounts Payable may initiate payment to the vendor.

**Single Source:** A “single source” purchase, as defined by New York State law, is one in which although two or more vendors/resellers can supply a required product or service, there are material and substantial reasons to select one vendor over the others. Such reasons include the need to upgrade current equipment or to obtain software from the original manufacturer or to select a consultant for a particular expertise.

**Sole Source:** A “sole source” procurement, as defined by New York State law, is one in which only one vendor can supply the product or service required.

## CUNY Purchasing Hierarchy



## Contacts

Training (EXT 1550/5102)

**Patrick O'Connor:** patricko@brooklyn.cuny.edu

Access/Permissions (EXT 5009)

**Lisa Destefano:** lisad@brooklyn.cuny.edu

Budget (EXT 5220)

**Tax Levy Budget Reports:** tlbr@brooklyn.cuny.edu

Purchasing (EXT 5133)

**Budget and Finance Support Services:** bfss@brooklyn.cuny.edu

Fiscal and Business Services Center (FBSC) (EXT 5241)

**Fiscal and Business Services Center:** fbcs@brooklyn.cuny.edu

CUNYfirst Requisitions (EXT 5116)

**David Gretah:** dgretah@brooklyn.cuny.edu

## Register for our other classes!

Brooklyn College Knowledge

Budget Basics

CUNYfirst eProcurement Workshop

Introduction to Travel & Expense

Travel & Expense Workshop