



## Procurement/Accounts Payable - FY24 Year End Cut Off Dates

Please note that in order to process purchase requisitions and facilitate year-end activities for the current fiscal year, the college will adhere to the following cut-off dates:

- **April 2, 2024:** All 2023-2024 **BAR01 tax-levy** and IFR purchase requisitions must be **entered and fully approved** in CUNYBuy.
- **May 21, 2024:** All 2023-2024 **BAR02, BAR03, BAR04** and **BAR55** purchase requisitions must be **entered and fully approved** in CUNYBuy.
- **June 14, 2024:** The deadline for Market Place Vendors (**Grainger/Edge, Complete Books**). However, the earlier these orders can be put in, the better it is for everyone.
- **June 28, 2024:** As we get closer to year-end, please make sure ordered items are received at the college by June 28<sup>th</sup>.
- CUNY's 2023-2024 fiscal year ends June 30, 2024. **All goods to be paid from this fiscal-year's budget must be received at the college by Friday, June 28. All services to be paid from this fiscal-years budget must be received by June 30<sup>th</sup>.**
- **July 5, 2024: Receipts for goods and services** need to be entered into CUNYBuy by the creator after goods are received or services are rendered. Accounts Payable is not able to pay a vendor without a receipt in the system and valid documentation (packing slip, invoice) **The deadline for entering FY24 receipts is July 5, 2024. Send all documents to Accounts Payable.**
- **July 5, 2024:** All Expense Reports & T-Card reconciliations must be created, submitted, and approved.
- **July 5, 2024:** Last day for all Procurement and NET Card transactions to be fully reconciled in CUNYfirst.

Your cooperation in adhering to these deadlines will enable vendors to make timely delivery and, in turn, will enable the College to process payments within the appropriate fiscal year.