

Effective Planning for Procurement

January 2015

Training Goal

To review challenges that delay procurement and to provide guidance to facilitate processing



Topics

- Deadlines
- Access and Security
- Budget
- Confirming Orders
- Procurement Cards
- Contracts
- Independent Contractors and Honoraria
- Amount Only Requisitions
- Attachments
- Managing Requisitions and OTPS Reports
- CUNYfirst Receipts

Deadlines

- Deadlines are set to make sure there is ample time to process transactions within the fiscal year.
- End users should submit transactions well before deadlines and well before when they are needed.
- Good planning reduces stress.
- Let's eliminate casual planning.

brooklyn.cuny.edu/budget

Access and Security

- Did you claim your CUNYfirst account?
- Are you a Requestor? If so, is your default chartfield string correct?
- Are you an Expense User? If so, is your default chartfield string correct?
- If your Supervisor and/or Department Approver will not have CUNYfirst access did they delegate authority to another Department Approver?
- Do the right employees have access?

Budget

- CUNYfirst separates budgets between PS and OTPS.
- Base budgets should allocate PS and OTPS appropriately so the need to transfer between them is reduced.
- Check the available budget before entering a requisition

Confirming Orders

- A confirming order is defined as an order placed by an end user with a vendor without following the standard procurement cycle --- which begins with the creation of a CUNYfirst requisition by the department and the issuance of a Purchase Order by the Office of Purchasing and Contracting.
- Confirming orders are a violation of CUNY procurement policy.
- End users could be held personally responsible for confirming orders.

Confirming Orders

- If you have an emergency, please contact the Office of Purchasing and Contracting immediately. We need pre-approval from CUNY Central Office to streamline the procurement cycle.
- Casual planning does not constitute an emergency.
- Procurement cards can assist departments in purchasing items that cost less than \$1,000.

Procurement Cards

- Procurement cards must be used responsibly and within stated guidelines.
- Procurement cards can not be used to circumvent State or CUNY procurement guidelines.
- Procurement cards can not be used to purchase:
 - *Computer Equipment*
 - *Furniture*
 - *Services from Individuals*
 - *Food – unless pre-approved*

Contracts

- Contracts must be reviewed by CUNY's Office of General Counsel (OGC).
- Contracts can only be signed by OGC, the SVP for Finance and Administration, the AVP/CFO, or the Director of Purchasing and Contracting.
- Allow ample time for contracts to be reviewed.
- End users could be held personally responsible for contracts they sign.

Independent Contractors and Honoraria

- Employees can not receive honoraria or be independent contractors. Anyone on the NYS payroll within the last 24 months or paid as an employee from another BC entity is an employee.
- An honorarium is a one time speech or performance with no other requirement.
- Anything beyond an honorarium for an individual requires an independent contractor agreement.
- Allow ample time for processing.

Amount Only Requisitions

- Amount only requisitions can be set up with each vendor you plan to use for multiple orders during the fiscal year.
- Procurement guidelines must be followed.
- All necessary backup must be submitted with the CUNYfirst receipt for each invoice.

Attachments

- End users must enter all attachments that will be needed by the buyer to process a purchase order. This includes quotes, specifications, explanatory information, etc.
- End users should scan items to email and save them in a folder on their computer Desktop.

Managing Requisitions and OTPS Reports

- End users should use the Manage Requisitions function in CUNYfirst to determine the status of purchase requisitions and purchase orders.
- Requestors must follow up with their supervisor and department approvers if approvals (including budget approval) is still pending.
- Department approvers receive OTPS reports each week. They should forward to any staff member who needs to review transactions.

CUNYfirst Receipts

- End users must enter receipts in CUNYfirst after goods and services are received in order for Accounts Payable to make payments to vendors.
- All original documents must be sent to the Office of Accounts Payable