

**Date:** September 27, 2016  
**To:** College Community  
**From:** Ronald Paynter, Director of Purchasing and Contracts  
**Subject:** Guidelines for Purchase Requests for Fiscal Year 2016-2017

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The Purchasing Department has prepared the following guidelines to assist departments in planning their Purchase Requests. There are many variables that impact the time frame of the procurement process. Therefore, departments are encouraged to contact the Purchasing Department early on in the process for guidance in navigating these requirements. The following are broadly defined categories for approximating time frames required to process a request:

Category 1 - Purchases in the following category generally take 3-6 months to complete:

- Purchases in excess of \$100,000 that cannot be purchased from a Preferred Source, CUNY-wide contract, New York State or other current government contract.
- Purchases in excess of \$20,000 from single source or sole source vendors.
- Purchases in excess of \$50,000 from a New York State certified minority-owned/women-owned business (W/MBE).

Category 2 - Purchases in the following category generally take 3 - 4 weeks to complete:

- Purchases between \$5,000 and \$100,000 that cannot be purchased from a Preferred Source, a W/MBE vendor, a CUNY-wide contract, a NYS or other current government contract, or a single source or sole source.
- Purchases up to \$100,000 from New York State Contracts that require additional solicitation steps (e.g., conducting a mini-bid) or documentation.

Category 3 - Purchases in the following category generally take 1 - 2 weeks to complete:

- Purchases less than \$5,000 that do not require a solicitation process.
- Purchases from an existing contract NYS, CUNY, other government entities.
- Purchases from Preferred Sources, Single/Sole Source under 20,000, and NYS certified M/WBE vendors under \$50,000. NYS Contracts

The following are the Purchasing Requisition Submission dates for the Fiscal year July 1, 2016 – June 30, 2017. These dates are set to assist departments in planning their purchases while ensuring that the Purchasing Department will be able to complete the procurement processes required in a timely fashion.

December 2, 2016: Deadline for receipt of Purchase Requisitions in Category 1.

January 13, 2017: Deadline for receipt of Purchase Requisitions in Category 2.

February 3, 2017: Deadline for receipt of Purchase Requisitions in Category 3.

**March 17, 2017: Fiscal year 2017 requisition cutoff date. This will be the last day a requisition can be submitted in CUNYFirst for processing against fiscal year 2017 funds.**

May 31, 2017 **Last day to process Proftech orders for Fiscal Year 2017. Orders must be placed and approved in Proftech by close of business. Remaining balances in your Proftech budget will be deleted and NO orders can be placed for the remainder of the fiscal year.**

June 29, 2017: **ALL GOODS AND SERVICES MUST BE DELIVERED ON OR BEFORE JUNE 30, 2017.** Items delivered after June 30<sup>th</sup> will be charged against the budget for the next fiscal year.

**July 27, 2017 Last day to submit invoices and process receiving reports in CUNYfirst for fiscal year 2017. Any open purchase orders remaining after this date will be canceled and processed from fiscal year 2018 funds.**