



June 21, 2017

Bulletin # 17 – 89

Subject: **Accounts Payable and Purchase Requisitions Processing for Fiscal Year End 16/17**

In preparation for SUNY's Fiscal Year 2016/17 end on June 30, 2017, Accounts Payable and Contracts & Procurement Departments is requesting that you review and complete all transactions against your Fiscal Year 2016/17 budget.

What this means to your department in terms of outstanding invoices?

Commodity related invoices: All receiving must be completed by June 30, 2017 and all invoices must be received in Accounts Payable by July 14, 2017.

Service related invoices: All invoices for services provided by June 30, 2017 must be submitted to Accounts Payable by July 14, 2017.

If the date of the receipt for goods (for commodities), or the date of the service (for services) is after June 30, 2017, the invoice will be processed into the new fiscal year 2017/18 and the expense will be considered a fiscal year 2017/18 spend.

What this means to your department in terms of outstanding requisitions?

If you order from a Fiscal Year 16/17 Blanket or Standing Order you must complete that order by June 23, 2017.

Under no circumstances can an order for goods or services be paid in Fiscal Year 16/17 unless it is received by June 30, 2017.

The Procurement Department will only accept **urgent orders** up until Friday June 23, 2017 to be processed for the current Fiscal Year 16/17 only if the product or service can be delivered by June 30, 2017.

For questions or further clarification, please contact either:

- For invoices: Surbhi Shah, Executive Director of Accounts Payable at extension 1990.
- For Contracts & Procurement, please contact Maria Lucido, Director of Procurement at extension 7214.

For Your Awareness: All SUNY Finance and Management web and legacy online applications will be **unavailable** from Monday, July 3rd to Wednesday, July 5th due to new fiscal year transition.

SUNY FY 2016/17: Start July 1, 2016; End June 30, 2017.

SUNY FY 2017/18: Start July 1, 2017; End June 30, 2018.

[See all Supply Chain \(Materials Mgmt.\) Bulletins online \(link\)](#)