



June 22, 2020

Bulletin # 20-92

Subject: Accounts Payable and Purchase Requisitions Processing for Fiscal Year End 19/20

In preparation for Downstate Health Sciences University's Fiscal Year ending June 30, 2020, Accounts Payable and Contracts & Procurement Departments are requesting that you review and complete all transactions against your Fiscal Year 19/20 budget.

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

Commodity related invoices:

All receiving must be completed by June 30, 2020 and all invoices must be received in Accounts Payable by July 22, 2020.

Service related invoices:

All invoices for services provided by June 30, 2020 must be submitted to Accounts Payable by July 22, 2020.

Please note that if the date of the receipts for goods or commodities or the date of the service is after June 30, 2020, the invoice will be processed into the new fiscal year 20/21 and the expense will be considered a fiscal 20/21 spend.

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

It means if you order from a Fiscal Year 19/20 Blanket or Standing Order you must complete that order by June 25, 2020. Under no circumstances can an order for goods or services be paid in Fiscal Year 19/20 unless it is received by June 30, 2020.

The Procurement Department will only accept urgent orders up until Friday June 26, 2020 to be processed for the current Fiscal Year 19/20. These requisitions will only be processed if the product or service can be delivered by June 30, 2020.

Please note that the SUNY Finance and Management web and legacy applications will be unavailable from Tuesday, June 30th – Sunday, July 5th.

If you have any questions or would like further clarification regarding invoices, please contact Bernadette Selby, Senior Associate Vice President-Finance and Deputy Chief Financial Officer at extension 5028. If you have questions regarding Contracts & Procurement, please contact Cepeda Johnson, Assistant Vice President Contracts & Procurement and Administrative Services at extension 5884.