CUNYfirst Procedure- Non-PO Purchases

End Users must never order goods and services directly from a vendor. All purchases, with the exception of emergency purchases and expense reimbursements, must be processed using the complete procurement cycle, beginning with the creation of a requisition in *CUNYfirst* and the issuance of a purchase order.   Procurement should be consulted immediately in the event an emergency purchase is required. Emergency purchases, must be authorized by the college or Central Office. These emergency purchases must be followed by the standard CUNY procurement process, including an approved requisition, and the issuance of a confirming purchase order to the vendor.

Some goods/services that are paid for today using non-PO vouchers should be managed through the use of blanket purchase orders in CUNYfirst – for example, advertising, hardware supplies, etc.   Others can be paid for using the P-Card.

In those limited situations where a vendor does not accept a purchase order or P-card,, a purchase order should be created using the standard requisition/purchase order process, but the PO will not be sent to the vendor. The requisition/purchase order process must precede the ordering of goods/services. When an invoice is received from a vendor, payment for the goods or services will be made against the PO even if the PO has not been sent to the vendor.

Goods or services ordered without a valid PO created by the Purchasing Department in advance of the order will be deemed "confirming orders". Confirming orders, except for valid emergency purchases, are in violation of CUNY's procurement policy, will be escalated to the college's VP of Finance and Administration for review and action, and will be subject to audit from CUNY's Office of Internal Audit. Individuals who procure goods or services directly from vendors (confirming orders) may be liable for payment for the order.

Payment (Confirming Orders)

No payments will be made to a vendor without a valid purchase order in CUNYfirst.

Employee Reimbursements

Reimbursement for valid employee travel expenses will be processed as non-PO vouchers. To ensure that sufficient budget is available to pay for travel expenses, employees will be required to complete the Travel Reimbursement authorization form to capture the appropriate department information, the required chartfields for the voucher, and the required departmental approvals.

The Travel Reimbursement form, once approved, will be sent to Accounts Payable. Upon receipt of the form, the AP staff will create and budget check a non-PO voucher which will effectively "reserve" the funds for the reimbursement. The voucher must be placed on payment hold to avoid the voucher being paid at this time. If the voucher is on payment hold, care should be taken not to approve the voucher to ensure that additional processing does not occur. Once travel has occurred and the actual expenses incurred, this form will be updated by the employee and sent to AP along with the appropriate receipts. The voucher will then be updated, approved and processed.

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For non-travel expense reimbursements, an Expense Reimbursement form will be completed by the employee to capture the appropriate department information, the required chartfields for the voucher and the required department approvals. This form once completed, will be submitted to Accounts Payable. AP will create, budget check and process the voucher as a non-PO voucher.