

Memorandum

Date: February 5, 2026

To: York College Community

Subject: FY 2026 Year-End Process and Important Deadlines

Dear Colleagues,

The FY 2026 year-end processes will soon be underway. Below are key purchasing deadlines and other important dates for your review. Please ensure that this information is shared with relevant individuals within your departments. Note that the dates outlined in this document reflect York College's deadlines for both Tax Levy and Non-Tax Levy activities.

Procurement:

- **Purchase Requisitions:** All purchase requisitions for FY 2026 must be fully approved and received in the Procurement Office by **April 15, 2026, at 5:00 PM**. This allows adequate time to process and issue purchase orders, ensuring goods and services are received by the June 30, 2026 fiscal year-end deadline.
- **State Financial System (SFS) Closure:** The SFS will be closed for approximately two weeks at the end of March 2026 to accommodate NYS annual fiscal year-end processing. During this period, the Purchasing Department will be unable to issue purchase orders, as CUNYFirst/CUNYBuy will not interface with SFS. However, CUNYBuy will remain open, allowing you to enter requisitions and record receipts for goods and services as they are received.
- **Confirming Orders:** Do not place confirming orders (orders made without a purchase order) All purchases must be approved by the Procurement Office.
- **Outstanding Purchase Orders:** Please review your current purchase orders to ensure that all deliveries will be made by **June 30, 2026**. Any items received after this date will be charged to FY 2026.
- **Remaining Purchase Order Balances:** Check remaining balances on your purchase orders to ensure all vendor invoices are received and forwarded to Accounts Payable. Use the following CUNYFirst query to assist:
 - **Query:** CU_FSPO_PO_REMAIN_ENCUMB
 - **Relevant Column:** "PO Line Remaining Encumb Amt"
- If you need to cancel or adjust any outstanding purchase orders, please contact **Yasmina Moore** at ymoore@york.cuny.edu

Accounts Payable:

- **Receipts:** Enter receipts into the CUNYBuy System as soon as you receive merchandise or services.
- **Invoices:** Forward any invoices sent directly to you to Accounts Payable via APinvoices@york.cuny.edu.
- **Travel Authorizations:** Travel authorizations for the remainder of FY 2025 must be submitted and approved by **April 15, 2026**.
- For questions related to Accounts Payable or Travel & Expense, please contact:
 - **Tiffany Atkins** at tatkinson@york.cuny.edu

Budget:

For any budget-related questions, please contact the Budget Office:

- **Ajisa Dervisevic** at adervisevic@york.cuny.edu
- **Alan Wong** at awong3@york.cuny.edu

Non-Tax Levy:

For questions regarding year-end activities for Non-Tax Levy entities, please reach out to:

- **Nicole Utley** at nutley@york.cuny.edu

Please note that the year-end deadlines apply to all funding sources, including General Tax Levy funds, Tax Levy Programs/Initiatives, and Fees programs (Academic Excellence Fees, Differential Tuition, Material Fee) . This also includes Strategic Initiatives funds, which must be fully spent by June 30, 2026. As a reminder, Tax Levy funds will not roll over into FY27 if they are not fully expended.

Please contact us if you have any questions or need additional information.

Sincerely,

Ed Rios,
Vice President for Finance & Administration and Chief Financial Officer/Chief Facilities Officer

Ajisa Dervisevic,
Assistant Vice President, Planning and Budget