# York College Association



# FISCAL ACCOUNTABILITY HANDBOOK

http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/fiscal\_accountability\_handbook.pdf



### What's New?



### Implications of CUNY1st?

- > All budgets and modifications are uploaded
- > Requisitions are online
- > Payees must be added to vendor file
- Receipts are uploaded once goods and services are delivered
- > All transactions can be monitored through the process
- > CUNY1st is role driven, additional time needed

# Budget



### What is funded by Student Activities?



### **Budget Allocations**

- Each referendum must submit a line item budget for review and approval by the Association Board prior to expenditure.
- Any supply & miscellaneous items must be specified.
- Once approved, the budget will be uploaded to CUNY1st.

# Requisitions



### **e**Procurement

- Requests can only be entered by individuals with Creator/Requester role
- Vendor can be suggested but not necessary to submit request
- Event flyer, quotes and/or justification should be attached
- Once submitted, requests must be electronically accepted by Approvers
- After request is approved, it goes through Budget Check

NOTE: If a requisition fails budget check, Purchasing will not receive this request

An example of requisition approval flow can be seen on the next slide

#### Confirmation

Requested For: Rose Bellantonio

Number of Lines: 2

Requisition Name: 0000000097

Total Amount: 2,610.00 USD

Requisition ID: 0000000097

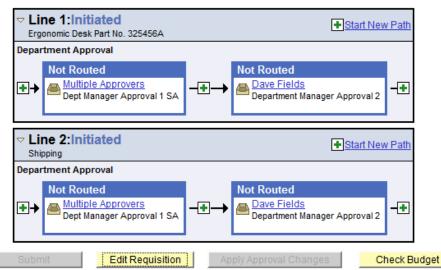
Business Unit: COSPR
Priority: Medium

Budget Status: Not Checked

#### Supervisor Approval



#### **Dept/Category Approvals**



View printable version Manage Requisitions Create New Requisition



## Manage Requisitions









### From Request to Payment:

- Using manage requisitions, Creators and Requestors can track requisitions through every step
- If a requisition is in Error, the chartfield should be compared to the organization's budget
- Once a requisition is approved and passes budget check, allow at least 10-15 business days for a fully executed purchase order to be generated
- Payment can be made once goods and services have been received.

# All goods and services are obtained through the Purchasing department

Any one not adhering to the guidelines, and purchases goods or services without obtaining an Association assigned Purchase Order number can be held personally liable



# Receipts



# Online Receipts

- Once goods and/or services are received, receipt must be created in CUNY1st in order to process payment
- Creator/Requestor is responsible for creating receipt
- If partial order fulfilled, receipt should be created for only amount received
- When receipt is saved, it will be assigned an identifying number
- Packing slips and/or invoices must be signed and attached