

K. INTRACITY PURCHASES

Julia Roca

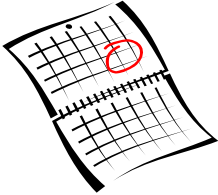
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Room 827

Critical Dates



- **July 18,2009** – Last day to process a PVI with an accounting period 12/09
- **August 28,2009** – Last date to enter a PVI with an accounting period of 13/09

Agencies that purchase goods and or services from other City agencies should use the FMS Internal Payment Vouchers (PVI) to reimburse the selling agency.

The following procedures should be used to insure that all intracity purchases for Fiscal Year 2009 are properly accounted for:

1. Procedures for an agency buying goods and/or services from a city agency other than The Department of Citywide Administrative Services (DCAS).
 - a) From July 1 through July 18, 2009, agencies processing PVIs for Fiscal Year 2009 should enter the document into FMS with an Accounting Period 12/09.
 - b) From July 20 through August 28, 2009, all PVIs should be entered in FMS with an Accounting Period 13/09.
 - c) If an agency enters a PVI document after August 28 with a 13/09 Accounting Period, it will receive an error message requiring a Comptroller's Office override. The agency should print the document and send it to the Comptroller's Office, accompanied by the original intracity invoices, delivery documentation and any other proof of delivery or services received dated prior to July 1, 2009. Send documentation to the Bureau of Accountancy, 1 Centre Street room 827, Room 827, Attention: Julia Roca
2. Procedures for agencies buying goods and/or services from DCAS:
 - a) Delivery documentation dated prior to July 1, 2009 should be sent directly to DCAS.
 - b) PVIs will be prepared by DCAS, following the same timetable as above.