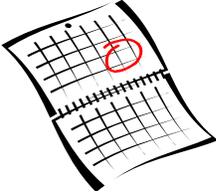


## J. INTRACITY PURCHASES

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**Critical Dates**

- **July 11, 2014** – Last day to process IETC documents with an Accounting Period of 12
- **August 22, 2014** – Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override
- **September 12, 2014** Last Date to submit IETC documentation for review and approval

Departments that purchase goods and or services from other City Departments should use the FMS Accounting Internal Exchange Transactions-Intracity (IETC) document to reimburse the selling Department.

The following procedures should be used to insure that all intracity purchases for Fiscal Year 2014 are properly accounted for:

1. Procedures for a Department buying goods and/or services from a City Department other than The Department of Citywide Administrative Services (DCAS).
  - a) From July 1 through July 11, 2014, departments processing IETCs for Fiscal Year 2014 should enter the document into FMS Accounting using Accounting Period 12
  - b) From July 14 through August 22, 2014, all IETCs should be entered in FMS Accounting using Accounting Period 13
  - c) If a Department enters an IETC document after August 22, 2014 with Accounting Period 13, it will receive an error message requiring a Comptroller's Office override. The Department should provide the Comptroller's Office with the IETC document ID and a scanned version of the original intracity invoices, delivery documentation and any other proof of delivery or services received dated prior to July 1, 2014.
  - d) The last date to submit IETC documentation to the Comptrollers Office for review and approval is September 12, 2014.
2. Procedures for departments buying goods and/or services from DCAS:
  - a) Delivery documentation dated prior to July 1, 2014 should be sent directly to DCAS.
  - b) IETCs will be prepared by DCAS, following the same timetable as above.
3. Departments should use FMS Accounting Page Code BQ92LV3 to verify expense budget at the Object level. FMS Accounting Page Code VDOCOBJ should be used to verify the valid Intracity Detail Object Code to use.

**NOTE:** IETC documents entered using Accounting Period 13 after the August 22<sup>nd</sup> cutoff date, DO NOT require an IPOC (Encumbrance Document) for completion of the transaction.