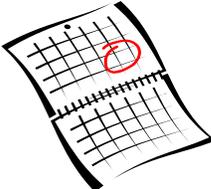


## J. INTRACITY PURCHASES

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**Critical Dates**

- **July 10, 2015** – Last day to process IETC documents with an Accounting Period of 12
- **August 21, 2015** – Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override
- **September 11, 2015** Last Date to submit IETC documentation for review and approval

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

The following procedures should be used to insure that all intracity purchases for Fiscal Year 2015 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 10, 2015, Agencies processing IETCs for Fiscal Year 2015 should enter the document into FMS Accounting using Accounting Period 12
  - b) From July 13 through August 21, 2015, all IETCs should be entered in FMS Accounting using Accounting Period 13
  - c) If an Agency enters an IETC document after August 21, 2015 with Accounting Period 13, it will receive an error message requiring a Comptroller's Office override. The Agency 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, 2015.
  - d) The last date to submit IETC documentation to the Comptroller's Office for review and approval is September 11, 2015.
2. Procedures for Agencies buying goods and/or services from DCAS:
  - a) Delivery documentation dated prior to July 1, 2015 should be sent directly to DCAS.
  - b) IETCs will be prepared by DCAS, following the same timetable as above.
3. Agencies should use FMS Accounting Page Code BQ92LV3 to verify expense budget at the Object level. FMS Accounting Page Code VDOC OBJ should be used to verify the valid Intracity Detail Object Code to use.

**NOTE:** IETC documents entered using Accounting Period 13 after the August 21<sup>st</sup> cutoff date, DO NOT require an IPOC (Encumbrance Document) for completion of the transaction.