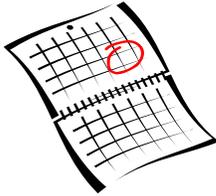


## I. INTRACITY PURCHASES

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### Critical Dates



- **July 8, 2016** – Last day to process IETC documents with an Accounting Period of 12
- **August 18, 2016**- Last date to submit IETC documentation to the Department of Environmental Protection (DEP) for review and processing
- **August 20, 2016** – Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override
- **August 26, 2016**- Last date to submit IETC documentation to the Department of Education (DOE) for review and processing
- **September 9, 2016 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 2016 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 8, 2016, Agencies processing IETCs for Fiscal Year 2016 should enter the document into FMS Accounting using Accounting Period 12.
  - b) From July 11 through August 19, 2016, all IETCs should be entered in FMS Accounting using Accounting Period 13.
  - c) If an Agency enters an IETC document after August 19, 2016 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, 2016.
  - d) The last date to submit IETC documents to the Department of Environmental Protection for review and processing is August 18, 2016
  - e) The last date to submit IETC documents to the Department of Education for review and processing is August 26, 2016.
  - f) The last date to submit IETC documentation to the Comptroller's Office for review and approval is September 9, 2016.

2. Procedures for Agencies buying goods and/or services from DCAS:
  - a) Delivery documentation dated prior to July 1, 2016 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 20<sup>th</sup> cutoff date, **DO NOT** require an IPOC (Encumbrance Document) for completion of the transaction.