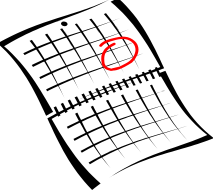


M. INTRACITY PURCHASES

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Critical Dates

- **July 5, 2024** – Last date to process IETC documents in Period 12
- **August 2, 2024** – Last date to submit IETC documentation to the Department of Environmental Protection (DEP) for review and processing
- **August 9, 2024** – Last date to enter IETC documents in Period 13 without Comptroller override
- **August 16, 2024** – Last date to submit IETC documentation to the Department of Education (DOE) for review and processing
- **September 6, 2024** – **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 ensure that all Intracity purchases for Fiscal Year 2024 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 5, 2024, Agencies processing IETCs for Fiscal Year 2024 should enter the document into FMS Accounting using Accounting Period 12.
 - b) From July 8, 2024 through August 9, 2024, all IETCs should be entered in FMS Accounting using Accounting Period 13.
 - c) If an Agency enters an IETC document after August 9, 2024 using Accounting Period 13, it will receive an error message requiring a Comptroller's Office override. The Agency should notify the Bureau of Accountancy of the IETC document ID and upload to the rejected IETC document the following information: intracity invoice(s), delivery documentation and any other proof of delivery or services received dated prior to July 1, 2024.
 - d) The last date to submit IETC documents to the Department of Environmental Protection for review and processing is August 2, 2024. Agencies are strongly encouraged to submit IETC documents for DEP approval before this date.
 - e) The last date to submit IETC documents to the Department of Education for review and processing is August 16, 2024. Agencies are strongly encouraged to submit IETC documents for DOE approval before this date.
 - f) The last date to submit IETC documentation to the Comptroller's Office for review and approval is September 6, 2024.
 - g) If there are any modifications on an IETC document, the subsequent version(s) should have backup justifying the reason for the modification.

2. Procedures for Agencies buying goods and/or services from DCAS:
 - a) Delivery documentation dated prior to July 1, 2024 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 VDOCOBJ should be used to verify the valid Intracity Detail Object Code to use.



NOTE: IETC documents entered using Period 13 after the August 9th cutoff date, **DO NOT** require an IPOC (Encumbrance Document) for completion of transaction.