NTL Voucher and Payment Processing Guidance

Purchase Order Criteria and Thresholds

Purchase orders in CUNYfirst are required for all purchases of goods/services that meet one or more of the following criteria:

- The purchase is a CUNY asset
- The purchase is associated with a contract
- The vendor requires a purchase order
- The purchase value (goods or services) exceeds the dollar threshold established for the college business unit.

Maximum thresholds have been established on a University-wide basis for the following non-Tax levy business units. Every college will establish a PO threshold per business unit type. **In no instance can the PO threshold exceed the following University values, but colleges may establish a threshold ranging from zero up to the maximum thresholds below.**

- Business Office $1000
- Childcare Entities $1000
- Student Associations $250
- Auxiliary $1000
- Performing Arts, etc. $1000

Student Stipends

Student stipends may exceed the PO threshold values per business unit described above.

1099 reportable student stipends are only applicable to Student Officers. They must be paid through Accounts Payable using a non-PO voucher. This is the only permitted method for paying these stipends. These students must be set up as vendors in the CUNYfirst NTL vendor file and the record should be marked 1099 eligible.

Only non-service student stipends may be paid through Accounts Payable using a single pay voucher. The description of the program must be attached to the voucher and must certify that it does not include service of any kind. Any stipend requiring a number of hours or any service to the program must be paid as wages through payroll. Single pay voucher payees are not required to be in the CUNYfirst NTL vendor file.

The requirements to submit a student payment request are:

Submit a request to set up the student as a vendor to the NTL shared mailbox (NTL-IMPL@cuny.edu). Make sure to include the student name and payment amount. *Allow 2 weeks for vendor review and setup.*

- Include the following information:
  - Brief write up of program
  - Is the student required to render any service hours to receive payment? Yes/No, describe briefly.
  - Is the payment request for tuition and/or fees? Yes/No, describe briefly.
  - How was the student selected to receive the payment?
- Non-Resident Alien students cannot be paid through CUNYfirst –Accounts Payable.

Credit Cards

CUNY owned NTL credit cards will not be managed in CUNYfirst.

Credit card payments will be made through non-PO vouchers and reconciliation will be handled as an offline process. All statements must be reconciled prior to payment of the credit card bill and must have all receipts attached. When paying the credit card, ensure that the expenses are charged to the correct departments and account codes. Refer to the attached spreadsheet for common account codes.

Credit memos

Guidance will be forthcoming.

Honoraria

All Honoraria, regardless of dollar amount, require a Purchase Order.