

Craig Newmark Graduate School of Journalism at CUNY

Notice to Vendors

In order to facilitate the payment for goods and services delivered, please ensure that invoices include the CUNY Central or School Foundation purchase order number as well as all other pertinent item descriptions and other relevant data.

THE FOLLOWING MUST ALSO BE COMPLIED WITH TO FACILITATE PAYMENTS:

1. No amendments may be made to a duly executed Purchase Order without the prior approval of the CUNY Central Procurement Director or School Foundation Finance Director and/or neither should any additional goods and services be delivered without an approved amended or new purchase order.
2. Invoices for repair and maintenance services must include the number of hours of labor, the rate per hour and the cost of materials.
3. The F.O.B. (shipping) is "destination" (inside delivery) unless otherwise specified on the Purchase Order. Delivery charges must be itemized on the invoice.
4. All vendor inquiries pertaining to the **Purchase Order** issued to a vendor should be directed to the Buyer/Contact as listed on the Purchase Order.
5. All vendor inquiries pertaining to **payment** should be directed to CUNY Central Accounts Payable department at invoices@cuny.edu for a **CUNY issued Purchase Orders** or to Finance@journalism.cuny.edu for a **J-School Foundation issued Purchase Orders**.
6. All vendors must adhere to CUNY's Ethics Policy. [CUNY's Ethics Policy concerning gifts, conflict of interest, etc.](#) [JCOPE's ethics policies](#)
7. See also information on [Vendor Payment](#)