



## FinanceLink Newsletter: Issue 3

This issue includes the finance winter break support schedule, reminders regarding gift card purchases and some tips for the supplier invite process.

*Happy Holidays!*

### Winter Break Support

As a reminder, the University will be closed for Winter Break beginning at 4:00pm on Friday, December 22, 2017 and will re-open on Wednesday, January 3, 2018. For assistance during the break, please refer to the [Financial Services Winter Break Support](#) schedule, or the [NYU IT Winter Recess](#) coverage schedule.

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### Coming Soon: New Process for Gift Card Purchases

With the gift-giving season here, many of us want to purchase gift cards for our colleagues and team members. It is important to remember that the IRS considers all gift cards cash and cash equivalents subject to tax regardless of the amount of the gift card (e.g. a \$1 gift card is subject to tax).

As a reminder, **NYU Purchasing Cards cannot be used to purchase gift cards.**

The AP team is developing a new "*Gift Card Request Form*" which will document all gift card purchases and allow us to issue any tax-related documents to the recipient(s) as required.

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### Supplier Invite Process – Helpful Tips

Here are some helpful tips to help you avoid issuing tickets to request supplier re-invites.

- When obtaining the suppliers e-mail, it is best practice to obtain an e-mail of an actual person who will complete the registration and who can be alerted proactively that they will be invited. Avoid using emails such as info@xxx.com. Invites sent to general mailboxes typically fail in that the email from i-Buy is ignored and the registration is not done.
- Always alert your supplier that they will be receiving an e-mail from i-Buy NYU that will contain the link to register and have access to the supplier portal. Remember, the registration must be completed before any payments can commence.