RENTAL OF FACILITIES POLICIES AND PROCEDURES
(AUXILIARY SERVICES CORPORATION, INC.)

Policy Id:
Bus.025 – Rental of Facilities Policies and Procedures (Auxiliary Services Corporation, Inc.)

Contact:
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Standard Procedures for Auxiliary contracts:

1. All contracts must be written between third parties as follows: “. . . by and between ABC and the Auxiliary Services Corporation, Inc.” (for e.g.). You must use CUNY’s pre-approved standard agreement.
2. The Auxiliary Services Corporation, Inc. must be identified as the Payee on the agreement.
3. You must use the Auxiliary’s Tax Identification number.
4. Ensure that in the agreement the vendor is directed to mail payments to the attention of:
   Mr. Gerald Garvey, Bursar  
   Room L.70.03NB  
   John Jay College of Criminal Justice  
   524 West 59th Street, New York, NY 10019.
5. Obtain estimates of personnel costs, equipment, et al, from all affected College departments.
6. Incorporate the estimate(s) into your contract. Thus, the third party contractor will make one payment to the Corporation or as agreed upon installment arrangement.
7. Ensure there is a standard clause in the contract for additional charges.

a. When the contract is signed:

1. Create an invoice. Prepare one invoice per contract/ rental type, such as Theater, Film, Space reservation, Physical Education, et al. Each invoice must be numbered consecutively. A separate sequence can be used to identify each rental type.
   i. Identify each summarized cost category (see attached Theater sample).
   ii. Identify Public Safety and Facilities personnel costs separately.
2. Forward to:
   i. Mr. Gerald Garvey, Bursar (preferably in .pdf format via email at ggarvey@jjay.cuny.edu)
   ii. Ms. Yvette Caton, Assistant Director (preferably .pdf format via email at ycaton@jjay.cuny.edu)

b. When the event has occurred:

1. Ascertain whether there are additional charges to apply to the contract, such as overtime, et al.
2. Revise the original invoice assigned to the contract.
3. Forward to Mr. Garvey and Ms. Yvette Caton.

c. When Checks are received:
The Bursar will complete the “Cash and Check Deposit Form”, deposit the funds in the Auxiliary’s bank account and forward a copy of the deposit to the responsible administrator as follows:

i. Auxiliary’s assigned Revenue Codes:

- **Physical Education:** 340  (Danielle Rosario, Rom 421T)
- **Film, TV, Commercials:** 350  (Nancy Marshall, L102-HH)
- **Theater Rentals Code:** 470  (Johanna Carlin/ Rubina Shafi, L101-HH)
- **Space Reservation Code:** 480  (Cheryl D’Antonio/ Christine Baerga, L102-HH)
- **Gallery:** 490  (Johanna Carlin, L101-HH)

ii. When the Bursar provides a receipt:

The responsible administrator will do the following:

Note that the administrator is not required to act further if there are no reimbursements or “return of funds” involved.

1. Prepare a “Check Request Form(s)” for the actual costs of affected departments, and or other payments resulting from the rental agreement.

   Note that one Check Request per rental type will suffice for payments to reimburse John Jay College. Ensure that a copy of the invoice and all pertinent estimates (department’s internal invoices) are attached to the Check Requests to avoid administrative delay if SVP Pignatello has questions.

   i. Select “Auxiliary”

   ii. Enter Auxiliary’s assigned Expense Codes:

       - **Physical Education:** 640
       - **Film, TV, Commercials:** 650
       - **Theater Rentals Code:** 570
       - **Space Reservation Code:** 580
       - **Gallery:** 590

   iii. Enter Check Amount

   iv. Enter the Payee as: “John Jay College of Criminal Justice”

   v. Identify the description or purpose of the payment, which will be, for e.g.,:

       “Reimbursement of Personnel Costs (or other) associated with Invoice XXX.” You can also identify the event.

   vi. Submit the Check Request(s) to SVP Pignatello’s Office for approval/ signature with a copy of the affected department’s estimate or revised actual costs.

   vii. SVP Pignatello’s Office will forward to Accounting for processing.

f. When the Check Request is Processed:
1. The College’s Accounting Office and/or Budget Office will deposit the payments with the Bursar on the affected department’s behalf.

2. Budget will submit payments to New York State as a ‘Refund of Appropriations’ to the affected departments’ Tax Levy Budget.

3. Budget will make an entry to credit the department’s Tax Levy Budget.

4. Budget will issue its standard reports to the department where the credit applied will be reflected in the affected departments’ tax levy allocations.