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PROCUREMENT CARD ENROLLMENT FOR FISCAL YEAR 2007

Please be aware that Fiscal Year 2006 Procurement Cards (P-card) will expire on June 30, 2006. Provided there is sufficient funding in FAMIS, schools and NYC Department of Education central offices may process an application for Fiscal Year 2007 P-cards using the FAMIS Portal.

School P-card applications are approved by the ROC. Central applications are received and approved at central (District 54).

Empowerment Schools: Effective in July 2006, the Empowerment School P-card transaction threshold will be \$5,000 and P-card enrollment will require only the approval of the principal.

Please note: Purchases made with the P-card must comply with DOE purchasing guidelines as outlined in the SOP.

To process a P-card, go to:

<http://dfoforms.nycenet.edu/famisportal>

Enter your user name and password:

- Select Procurement Card
- Click enrollment application

Procedures concerning the usage of the P-card are located in the OTPS Chapter of the SOP (topic 4, page 45) located at:

<http://www.nycenet.edu/NR/rdonlyres/4898D649-3CE7-40F9-997D-A3B27819C3A9/0/otpspurchasesMarch06.pdf>

Any questions regarding the Fiscal Year 2007 P-card Program should be directed to Betty Dickerson at:

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