



**THE FOLLOWING ARTICLE PUBLISHED BY THE
DIVISION OF FINANCIAL OPERATIONS (DFO) APPEARED IN THE
JULY 12, 2005
EDITION OF THE “PRINCIPAL’S WEEKLY NEWSLETTER”**

PROCUREMENT CARD PROCEDURES FOR 2006

Procurement Cards (P-Cards) issued last fiscal year ('05) have an expiration date of June 2006. To facilitate the P-Card renewal process, the Division of Financial Operations (DFO) has implemented a P-card function in the FAMIS portal. Please follow the appropriate procedure:

- **Cardholders who are remaining in the same location as last year:**

Please use the renewal function to re-activate your card, including the fiscal year '06 financial information (encumbrance) to establish the initial purchasing limit on your card.

- **Cardholders who have changed locations from last year:**

These cardholders **cannot** renew/reactivate the card, but must submit a new P-card application in the FAMIS portal

- **New enrollees**

Please Process an enrollment application on the FAMIS portal

DFO has prepared a short User Guide to walk through the process of completing the P-Card process for both scenarios. This guide is available online at:

<http://www.nycenet.edu/NR/rdonlyres/B7B9EC84-6A47-491D-A782-46CC347E5B08/0/pcardrenewal.pdf>

Betty Dickerson
BDicker@nycboe.net
(718) 935-2930