



The Division of Financial Operations
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The Principal's Weekly Newsletter



Procurement Card (P-Card)
Fiscal Year 2011 Deactivation
Fiscal Year 2012 Application

Fiscal Year 2011

All P-cards will be DEACTIVATED on June 24, 2011 4:00PM EST.

Fy11 P-Card purchases must be received by **June 30, 2011, 4:00 PM EST**, as mandated by the New York City Comptroller's Office.

Fiscal Year 2012

You may APPLY for FY12 P-Cards in FAMIS beginning June 1, 2011.

If your approval is posted in FAMIS before June 10, 2011, you may pick-up your new card on June 30, 2011. New cards will be distributed via UPS for those who are approved in a timely fashion, but do not wish to pick-up the P-Card.

Applications require two levels of approval: school principals require the approval of the respective Superintendent and CFN; non- Principals require the approval of the Principal and the CFN.

If you apply after June 10, 2011, we will notify you via e-mail about card pick-up and distribution.

Activation instructions will be included on the card and in the e-mail notification.

Usage Compliance

A [P-Card Holder's Guide](#) concerning improper P-Card use will be included in the card packet to underscore proper card usage as will a copy of the relevant OTPS section.

Monthly certification of P-card transactions is essential. Failure to certify within stipulated timeframes will result in progressively serious consequences:

First Offense of Non-Timely Certification

Immediate suspension of card privileges until certification or audit requirements are met.

Second Offense of Non-Timely Certification

Immediate suspension of card privileges for 90 days from the date of compliance.

Third Offense of Non-Timely Certification

Permanent loss of card privileges.

In addition, penalties for unauthorized or improper use of the P-Card may include, but not be limited to, suspension of card privileges, restitution and/or further appropriate disciplinary action up to and including termination.

Please contact PCERS@schools.nyc.gov for additional information.