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**Deactivation of Procurement Cards (P-Cards)**

Effective June 26, 2009, all P-cards will be **deactivated at 3:00 PM**. All purchases made with the card must be completed by June 30, 2009, as mandated by the New York City Comptroller's Office.

Beginning on May 26, 2009 the FAMIS P-card enrollment screen will be available to purchase Fiscal Year 2010 P-cards. New P-cards will be distributed to all schools on June 30th provided that the application has been approved and posted in FAMIS by June 10, 2009. For applications processed thereafter, cardholders will be notified of card distribution or pickup details upon receipt of P-cards from the bank via e-mail. In addition, activation instructions will be included on the card and in the e-mail notification

**Please note:** for FY 2010, tax levy and reimbursable funds cannot be used on the same card; you must obtain a card for each funding source.

**Reminder:** In April of 2009 the DOE's Chief Financial Officer announced three significant changes to the P-card program:

1. Upon completion of the online enrollment form, school P-Card applications will be electronically sent to the appropriate ISC/Community Superintendent for online approval. Central office applications are automatically routed to the Executive Director, head of office or designee for approval.
2. The single card transaction limit has been reduced from \$5,000 to \$2,500.
3. Monthly online certifications must be completed using the Expense Reporting application in FAMIS within 2 weeks of receipt of email notification.

Failure to comply with these procedures will result in progressive consequences as outlined below:

First Offense

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

Second Offense (within Three Months of First Offense)

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

Third Offense (within Twelve Months of Second Offense)

Permanent loss of P-Card privileges.

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.