

***Cardholders should be familiar with key P-Card rules:***

<b>EXPENSE</b>	<b>TAKE ACTION</b>	<b>SOP / RULE</b>
<b>DOCUMENTATION</b>	Keep monthly P-card statements in chronological order. Attach receipts for purchases made that month. Check to ensure the statement matches your purchases and receipts.	1.2.4 – OTPS 4.8 - OTPS 7.2.2 - OTPS
<b>RENTAL CARS</b>	Occasional car rentals to meet DOE trip or business needs are permitted only when justified for business.	2.5.1 - OTPS 2.7.1 - OTPS
<b>INSURANCE</b>	Trip insurance is NOT reimbursable; neither rental car nor personal car insurance is reimbursable – do not purchase optional collision/damage waiver and personal effects insurance when renting a car.	2.17.3.3 - TRAVEL & CONFERENCES 2.17.4.4 - TRAVEL & CONFERENCES 2.17.4.5 - TRAVEL & CONFERENCES
<b>TOWED VEHICLE FEE</b>	Towing fees are not reimbursable unless the expense is for a approved use of a DOE-owned vehicle.	2.17.3.3 - TRAVEL & CONFERENCES 2.17.1 - TRAVEL & CONFERENCES
<b>USE A LOG</b>	Maintain an updated usage log.	4.8 - OTPS
<b>SALESTAX EXEMPTIONS</b>	Review receipts before completing purchases of goods – and provide tax exemptions certificates – we are sales tax exempt in New York State. Lodging taxes paid for lodging in New York State is not reimbursable. Taxes on meals purchased during overnight travel are included in the GSA reimbursable rate.	2.15 - TRAVEL & CONFERENCES 2.5.12- OTPS 8.0.0 - OTPS
<b>SHIPPING &amp; HANDLING</b>	When making a purchase, find out what the shipping and handling fees are before the sales. Their combined cost should not exceed the purchase price for the item(s) you are buying.	4.2.2— OTPS

EXPENSE	TAKE ACTION	SOP / RULE
<i>SPLIT BILLING</i>	Complete the purchase with one vendor in one transaction. Do not make multiple payments for one purchase.	4.2.2 - OTPS 4.9 - OTPS
<i>FOOD</i>	<p>There are only 6 approved reasons for reimbursable food at work: food should not be purchased routinely. You may buy light refreshments (\$3 per person) or modest meals (\$ 8 per person) as follows:</p> <ol style="list-style-type: none"> <li>1. When an out- of –town official, consultant, private firm or other party not paid by the DOE meets with DOE employees,</li> <li>2. When the DOE invites potential bidders to a formal RFP conference,</li> <li>3. At a meeting lasting more than 2 hours held at the organizers worksite and 50 or more people who are away from their worksite attend,</li> <li>4. At an all day meeting of unpaid volunteers,</li> <li>5. At a periodic meeting with key managerial staff organized by office head, lasting more than 2 hours</li> <li>6. At a meeting starting 2 hours before work or 2 hours after the normal workday so long as attendees are not paid overtime or receive a meal allowance.</li> </ol> <p>You should use OSF catering as a first choice and supervisors must approve.</p>	2.5.6 - OTPS 2.7.6 - OTPS 5.3 - TRAVEL & CONFERENCES

**Link to OTPS chapter:** <http://schools.nyc.gov/NR/rdonlyres/AF357509-D04A-4411-841C-7A17945356DA/0/RevisionToOTPS.pdf>

**Link to Travel & Conferences chapter:** <http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159>

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