



The DIVISION OF FINANCIAL OPERATIONS
Has Published the Following Article
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May 4, 2010
Edition of the Principal's Weekly Newsletter



“FY10 P-Card Deactivation and FY11 Application”

FY10

All P-cards will be deactivated on June 25, 2010 4:00PM EST.

FY10 P-Card purchases must be received by June 30, 2010, 4:00 PM EST, as mandated by the New York City Comptroller's Office.

FY11

You may re-apply for FY11 P-Cards on FAMIS beginning June 1, 2010.

If you apply, are approved, and the approval is posted in FAMIS before June 10, 2010, you may pick-up your new card on June 30, 2010. New cards will be distributed via UPS for those who are approved in a timely fashion and do not wish to pick-up the P-Card.

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

If you apply after June 10, 2010, we will notify you about card pick-up and distribution via e-mail.

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

Usage Compliance

A laminated *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. You may also access this guide by clicking on the following link: <http://schools.nyc.gov/NR/rdonlyres/A6834038-CE7B-41A4-96AF-46E8B39649D9/82025/PCardHolderGuide1.pdf>

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 (within 3 Months of First Offense)

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

Third Offense of Non-Timely Certification (within 12 Months of Second Offense)

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.