



The **DIVISION OF FINANCIAL OPERATIONS**  
Has Published the Following Article  
Which Appears in the  
**November 10, 2009**  
Edition of the Principal's Weekly Newsletter



### Procurement Card ("P-Card") Controls

The Procurement Card ("P-Card") policy was enhanced for FY10. Current DOE guidelines require adherence to the following procedures, among others:

- (1) processing of applications via the FAMIS portal only by DOE employees,
- (2) approval of applications by appropriate supervisors,
- (3) use of the card only for business-related purchases; per transaction ceiling is \$2500, and
- (4) certification of purchases within two weeks of monthly invoice receipt.

In the case of non-contracted purchases where the transaction exceeds \$250, the appropriate bidding regulation should be followed. The card may not be used for personal purchases, cash advances, to pay open purchase orders. Complete details regarding the P-Card may be found in the SOP chapter on "OTPS Purchases" (Topic 4). –Please [click here](#) to access the chapter. In addition, employees are strictly prohibited from applying for and obtaining any other type of credit card in the name of the NYC DOE for any type of business purchase; invoices received by DFO from such non P-Card activity will be deemed the sole responsibility of the individual who acquired the card and made the purchase, and the account will be closed immediately.

As a reminder, effective April 20, 2009, revised compliance measures were introduced. In brief, failure to comply with provide on line certification of P-card transactions within 2 weeks will result in progressive consequences as outlined below:

- § **First Offense** – Immediate suspension of card privileges until certification or audit requirements are met.
- § **Second Offense within Three Months of First Offense** – Will result in immediate suspension of card privileges for 90 days from the date of compliance.
- § **Third Offense within Twelve Months of Second Offense** – Will result in permanent loss of P-Card privileges.