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MAJOR ENHANCEMENTS TO THE DOE'S P-CARD PROGRAM

As you are aware, this past September, the Division of Financial Operations (DFO) announced several major enhancements to the DOE's P-card program. Two of these changes have since been implemented:

- ❖ P-cards can be purchased using one object code (179) thereby eliminating the need to purchase multiple cards.
- ❖ The single transaction threshold has been increased to \$5,000 for all schools.

Beginning in December, the Expense Reporting and Certification Screen will be available via the FAMIS Portal and DFO's web site. This screen provides cardholders access to view and certify monthly card expenses. To facilitate the certification process, the system will automatically generate an e-mail to all cardholders upon receipt of monthly electronic card statement from the bank. All cardholders or an authorized designee are required to record the appropriate expense type (e.g., supplies, parking, postage) for each transaction on this screen.

Certification of expenses will serve as authorization and approval to realign the spending plan where the expenses were made. Furthermore, this will ensure compliance with the NYC Comptroller's Office that all expenses be recorded to the proper object code. The re-alignment of funds and expenses will have no impact on a card's total available balance.

DFO will be monitoring certification to ensure timely and accurate reporting of expenses. Failure to comply with this request could result in suspension of the P-card.