

PROCUREMENT CARD (P-CARD) GUIDE



Last Updated 8/4/2016

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Overview

- The P-Card Guide is created to assist cardholders.
- The P-Card Program is designed to:
 - Streamline the traditional procurement process for select categories of purchases.
 - Expedite payments to vendors for these types of purchases.
- P-Cards are useful for small emergency purchases, admissions to venues (e.g. museums, conferences, college applications, etc.), postage and other smaller purchases where a purchase order (PO) is impractical.
- All DOE procurement rules and regulations apply to purchases made with a P-Card:
<http://schools.nyc.gov/NR/rdonlyres/AF357509-D04A-4411-841C-7A17945356DA/0/RevisionToOTPS.pdf>

Cardholders' Responsibilities



Cardholders' Responsibilities

Terms of Use

- P-Cards are the property of the DOE; they are for **official business purposes only**.
- P-Cards should be kept in a secure place when not in use.
- Purchases made with a P-Card must be in compliance with the DOE's procurement policies as defined in the OTPS (Other Than Personnel Services) chapter of DFO's SOP (Standard Operating Procedures).
- All cardholders must certify their transactions on a monthly basis in the FAMIS P-Card Expense Reporting Tool.
- P-Card statements should be kept in chronological order with corresponding receipts.
- Call the Citibank service line at (800) 248-4553 if the card is lost or stolen.

P-Card Enrollment



P-Card Enrollment

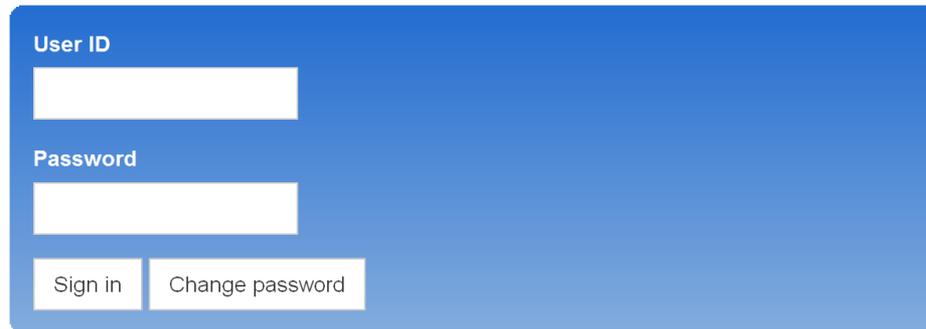
- Only eligible employees may apply for a P-Card online using the FAMIS Portal.
- The following is a list of DOE titles that are **NOT** eligible to apply for a P-Card:

Annual Education Paraprofessional	Co-op Typist
Bookkeeper	Full-time School Guard
Clerical Associate	Principal, F-Status
Community Assistant	Procurement Analyst
Community Associate	School Secretary
Community Coordinator	School Secretary, F-Status
Education Officer (DOE)	Supervising Computer Service Tech
Full-time School Aide	Teacher, F-Status

P-Card Enrollment

FAMIS Portal Log In

- Enter your **FAMIS ID** – the same FAMIS ID that you use to log into the DOE financial network.
- Enter your **Password** – your password may be different from the password that you use to log into the DOE network.
- Click **Sign-In**.



A screenshot of a blue login form. It features two white input fields: the top one is labeled 'User ID' and the bottom one is labeled 'Password'. Below the input fields are two white buttons: 'Sign in' on the left and 'Change password' on the right.

P-Card Enrollment

- Select **Procurement Card** from the Purchasing/Payments menu.

The screenshot displays the NYC Department of Education FAMIS portal. The header includes the NYC logo, 'Department of Education', and navigation links for Mayor's Office, DOE, DOE Email, and Personnel Directory. The date and time are 7/26/2016 4:15:34 PM. The main content area is titled 'FAMIS News!' and contains several announcements, including one about the 7/7/16 system rollover and another about P-card spending ends. A sidebar on the left lists various menu items under 'Purchasing / Payments', with 'Procurement Card' circled in blue. Other sidebar items include 'Approval', 'Inquiry', and 'Miscellaneous'. A right sidebar contains 'Other Links' such as 'School Ordering Deadlines', 'FAMIS Guide', and 'FAMIS FAQ'. At the bottom, there are sections for 'My Documents' (151 Posted, 0 Pending Approval) and 'Approval' (LOADING).

P-Card Enrollment

- Select Procurement Card – **Enrollment Application** link.



[Login to Staples](#) | [Get Staples ID](#)



[Purchase from School Specialty](#)



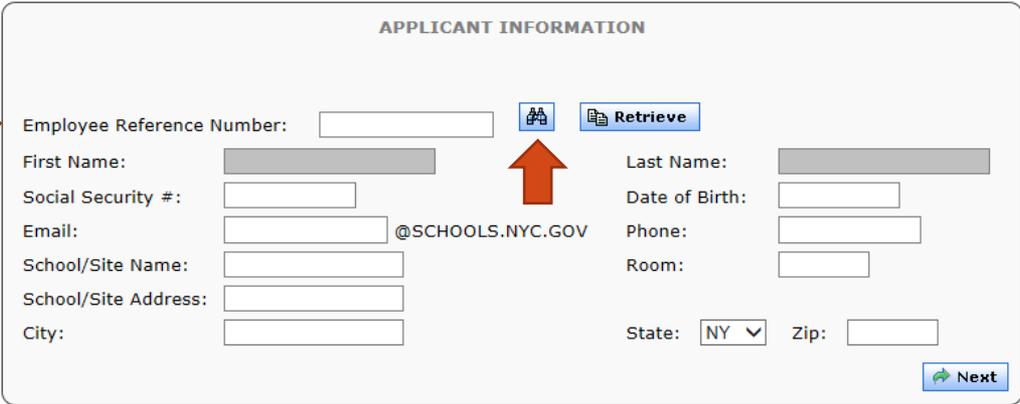
[Enrollment Application](#) | [Adjust P-Card](#) | [Expense Reporting](#)



P-Card Enrollment

Applicant Information

- Enter your 7 digit **Employee Reference Number** (the same as your employee ID number) which can be found on your pay stub, click **Retrieve**.
- Or click **binoculars** , if you don't know your ID number.



APPLICANT INFORMATION

Employee Reference Number:  [Retrieve](#)

First Name: Last Name:

Social Security #: Date of Birth:

Email: @SCHOOLS.NYC.GOV Phone:

School/Site Name: Room:

School/Site Address:

City: State: Zip:

[Next](#)

[RESTART](#)

*The P-Card will be shipped to the central office and then delivered to the requested location.

P-Card Enrollment

Applicant Information

If you click on the binoculars, a pop-up screen will appear.

- Enter your first name and last name.
- Click **Search**.

The screenshot shows a web browser window titled "FAMS Lookup - Windows Internet Explorer". Inside the window, there is a blue header labeled "Employee". Below the header is a form titled "Enter Employee Info: (First Name / Last Name / ID #)". The form contains a text input field. A red arrow points to the input field. Below the input field is a "Search" button. Another red arrow points to the "Search" button. At the bottom of the form is a "Close" button.

P-Card Enrollment

Applicant Information

Your name will automatically appear in the name field.

- Enter required information into the other fields.
- Click **Next**.



The screenshot shows a web form titled "APPLICANT INFORMATION" with a "RESTART" button at the top right. The form contains the following fields and controls:

- Employee Reference Number:** A text input field with a "Retrieve" button (document icon) to its right.
- First Name:** A text input field.
- Last Name:** A text input field.
- Social Security #:** A text input field.
- Date of Birth:** A text input field.
- Email:** A text input field with "@SCHOOLS.NYC.GOV" pre-filled.
- Phone:** A text input field.
- School/Site Name:** A text input field.
- Room:** A text input field.
- School/Site Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu currently showing "NY".
- Zip:** A text input field.

A red arrow points to the "Next" button (with a right arrow icon) located at the bottom right of the form.

P-Card Enrollment

Accounting Information

A pop up screen will appear for you to enter accounting information.

- Enter accounting **Codes** and **Balance**.
 - ❖ Note: You cannot mix Tax Levy and Reimbursable funds on the same P-Card.
- Click **Add Accounting Line**.

Add Spending Account Line

Fiscal Year: 2017

District Code	Quick Code	Object Code	Location Code	Activity Code	Balance
<input type="text"/>	<input type="text"/>	0179	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enter the amount you would like to apply to this accounting line: \$.00

P-Card Enrollment

Accounting Information

A new pop up screen will appear for you to enter accounting information for additional lines.

- Enter accounting **Codes** and **Balance** for as many lines as necessary and click **Add Accounting Line**.
- Click **Close** when all necessary lines have been added.

The screenshot shows a web form titled "Add Spending Account Line" with a blue header. Below the header, it says "Fiscal Year: 2017". The form contains several input fields: "District Code" (a dropdown menu), "Quick Code" (an empty text box), "Object Code" (containing "0179"), "Location Code" (an empty text box), "Activity Code" (an empty text box), and "Balance" (an empty text box). To the right of the "Balance" field is a "Retrieve Balance" button. Below these fields is a label "Please enter the amount you would like to apply to this accounting line:" followed by a dollar sign, an empty text box, and a ".00" suffix. At the bottom of the form are two buttons: "Close" and "Add Accounting Line". Three red arrows point to the District Code dropdown, the "Add Accounting Line" button, and the "Close" button.

P-Card Enrollment

Accounting Information

- Click **Next**.

ACCOUNTING INFORMATION

Fiscal Year:

	Pre Encumbrance	District Code	Quick Code	Object Code	Location Code	Activity Code	Balance (\$)	Amount (\$)
Remove Update	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$14,000.00"/>	<input type="text" value="\$1,000.00"/>
Total							<input type="text" value="\$1,000.00"/>	

Add new account line



P-Card Enrollment

Final Review

- Review all information; click **Edit** if necessary.
- Click the check-off box to accept the application.
- Click **Submit**.

The screenshot shows the 'APPLICATION SUMMARY' form. It is divided into several sections: 'Applicant Information', 'Shipping Information', 'Accounting Information - Fiscal Year: 2017', and 'Initiating Department'. The 'Applicant Information' section includes fields for First Name, Last Name, Social Security #, Date of Birth, Email, and Phone. The 'Accounting Information' section features a table with columns for Sfx, Dst, Qk Code, Obj Code, Locn, Actv, Rep. Cat, and Amount (\$). The 'Total Amount' is listed as \$ 1000.00. At the bottom, there is a checkbox for certification and a 'Submit' button. Red arrows point to the 'Edit' icon in the top right, the 'Submit' button, and the certification checkbox.

APPLICATION SUMMARY

Applicant Information 

First Name: [Redacted] Last Name: [Redacted]
Social Security #: [Redacted] Date of Birth: [Redacted]
Email: [Redacted] Phone: [Redacted]
School/Site Name: [Redacted]
School/Site Address: [Redacted] NY 11201

Shipping Information
[Redacted]

Accounting Information - Fiscal Year: 2017 

Sfx	Dst	Qk Code	Obj Code	Locn	Actv	Rep. Cat.	Amount (\$)
							Total Amount: \$ 1000.00

Initiating Department
[Redacted]

I certify that I am applying for my own P-Card. As the cardholder, I will be responsible for all transactions associated with this card. All purchases made with the P-Card must be for official NYC, Department of Education (DOE) business and must be in compliance with the DOE procurement policies as detailed in this Standard Operating Procedures (SOP) chapter. I will retain all necessary supporting documentation for 6 years. By submitting this request, I certify that I have read the SOP and agree to follow all of the regulations. I understand that non-compliance with SOP regulations may result in suspension or cancellation of my card and possible disciplinary action.

[Back](#) [Submit](#)

P-Card Enrollment

P-Card Approvals

- Principals require two levels of approval: the Field Support Center (FSC) and final Superintendent's approval.
- Eligible school-based staff require two levels of approval: school level approval and final approval by their FSC.
- Central office employees require approval by the Executive Director, head of office, or designee.

P-Card Enrollment

- Once the application is submitted, it goes through the approval process.
 - The various approvers are notified by email about the pending application.
 - The application must be approved by DOE personnel at the appropriate approval levels- depending on the applicant's title and location.
 - The application will be approved in FAMIS.
- Once approved, the application is routed to the bank for processing.

P-Card Enrollment

P-Card Distribution

- P-Cards received prior to Labor Day - DFO will notify new cardholders via email that their P-Cards have arrived with two options for distribution:
 - Pick up the P-Card in person or
 - Request that DFO send the P-Card by UPS to his/her work location.

If a new cardholder fails to respond to the email, DFO will hold the P-Card until the start of the new school year.

- P-Cards received after Labor Day:
 - DFO will send P-Cards by UPS directly to the employee's work location.

P-Card Enrollment

P-Card Activation

Cardholders must call the toll free number on the P-Card to activate the card.
(1-800-248-4553)

P-Card Adjustments



Adjustments

- Select Procurement Card - **Adjust P-Card** link.



[Login to Staples](#) | [Get Staples ID](#)



[Purchase from School Specialty](#)



[Enrollment Application](#) | [Adjust P-Card](#) | [Expense Reporting](#)



Adjustments

- Enter WC #.

Procurement Card:

Adjustment ()

[Purchasing / Payments](#) | [Approval](#) | [Inquiry](#) | [Miscellaneous](#)

[Home](#) | [Help](#) | [Logoff](#)

RESTART

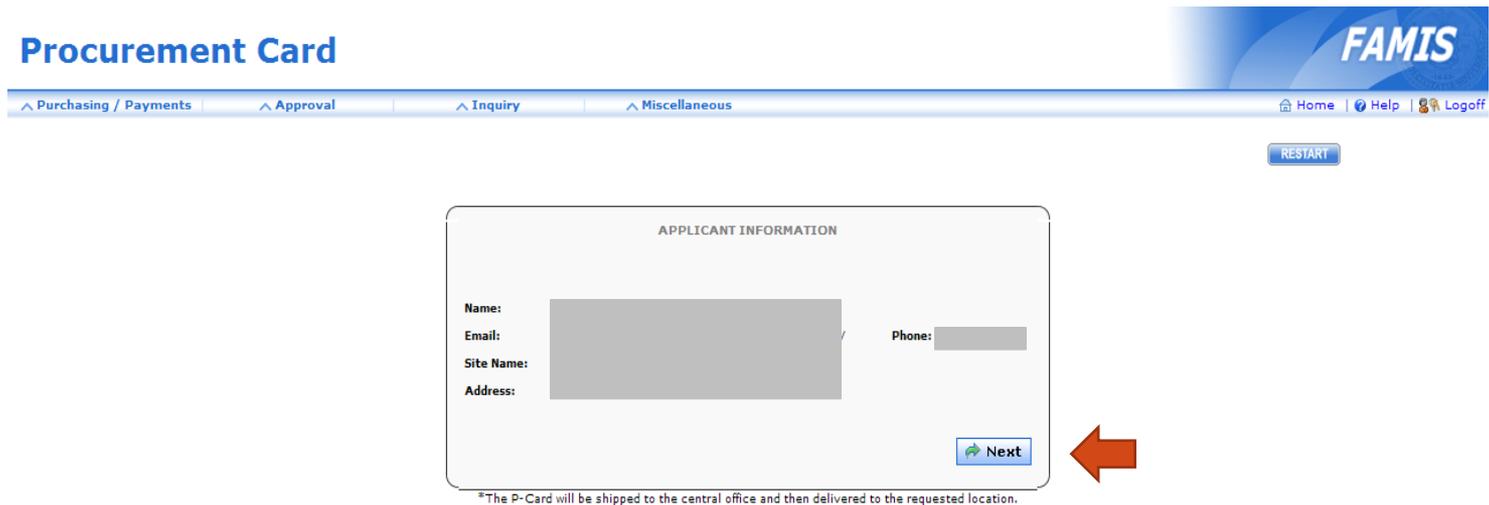
Document No. [Retrieve](#)

Enter WC #

Adjustments

- Verify information.
- Click **Next**.

Procurement Card



The screenshot shows the FAMIS Procurement Card application interface. At the top right, the FAMIS logo is displayed. Below it is a navigation bar with links for Purchasing / Payments, Approval, Inquiry, and Miscellaneous. On the far right of the navigation bar are links for Home, Help, and Logoff. A RESTART button is located below the navigation bar. The main form area is titled "APPLICANT INFORMATION" and contains the following fields: Name, Email, Site Name, and Address, all of which are currently redacted with grey boxes. A Phone field is also present. A "Next" button with a right-pointing arrow is located at the bottom right of the form. A large red arrow points to this "Next" button. Below the form, a note states: "*The P-Card will be shipped to the central office and then delivered to the requested location."

Adjustments

- Click **Update** to adjust existing line.
- Click **Add new account line** to add new funding source.

ACCOUNTING INFORMATION

Fiscal Year: 2015

	Pre Encumbrance	District Code	Quick Code	Object Code	Location Code	Activity Code	Balance (\$)	Amount (\$)	Type	
 Update	N/A	N/A	13	014344	0179	K691	QNB5	\$0.00	\$0.00	
Update	N/A	N/A	13	014344	0179	K691	QT3F	\$30.81	\$0.00	
							\$0.00			

[Add new account line](#)



Previous Next

Comments:

Adjustments

If you are updating a line you have the option to:

- Select **Inc** if you are increasing the line,
- Select **Dec** if you are decreasing the line.
- Click **Update Accounting Line** upon selection.

Add Spending Account Line

Fiscal Year: 2015

District Code	Quick Code	Object Code	Location Code	Activity Code	Balance	
24	051675	0179	Q061	Q9VB		Retrieve Balance

Please enter the amount you would like to apply to this accounting line: \$

INC DEC

Update Accounting Line **Close**

P-Card Certification



P-Card Certification

Introduction

- The P-Card Certification Process is part of the accountability aspect of the P-Card Program.
- It is the responsibility of the cardholders to certify all their transactions on a monthly basis in the FAMIS P-Card Expense Reporting Tool.
- The certification process is to ensure that all P-Card expenditures are properly classified and justified.
- Upon completion of this process, your organization's spending will be properly allocated.
- This process will have no impact on your card's total available balance.

P-Card Certification

- Select Procurement Card – **Expense Reporting** link.



[Login to Staples](#) | [Get Staples ID](#)



[Purchase from School Specialty](#)



[Enrollment Application](#) | [Adjust P-Card](#) | [Expense Reporting](#)



P-Card Certification

P-Card Expense Reporting Log In

- Enter your Username – It is the same User ID that you use to log into the DOE network or your ‘schools.nyc.gov’ email account.
- Enter your Password – It is the same password that you use to log into the DOE network.
- If you have difficulty logging in, contact the DIIT Help Desk for assistance at (718)935-5100.



P-Card Expense Reporting

Welcome to the P-Card Expense Reporting application. Once logged in, you'll be able to view your transactions, certify them and report disputed charges.

Username

@schools.nyc.gov

Password

Remember Username

[Sign in](#)

[Can't access your account?](#)

P-Card Certification

You can choose the P-Card that you are certifying from the dropdown menu.

Transaction Summary P-Card Ending in: 1112 ▾ 

Statement Date		Total	Certified	Credited	Disputed	Uncertified	
June 3, 2015		12	0	1	0	11	Certify
May 3, 2015	Certified on 5/6/2015	12	12	0	0	0	View
April 3, 2015	Certified on 4/14/2015	21	21	0	0	0	View
March 3, 2015	Certified on 3/10/2015	10	10	0	0	0	View
February 3, 2015	Certified on 2/5/2015	10	10	0	0	0	View
January 3, 2015	Certified on 1/15/2015	20	20	0	0	0	View
December 3, 2014	Certified on 12/16/2014	12	12	0	0	0	View
November 3, 2014		27	0	3	0	24	Certify

P-Card Certification

Transaction Summary

This page shows a summary of the number of total transactions per statement date broken down by certified, credited, disputed and uncertified:

Credited transactions are credits from the bank that do not have to be certified.

- Click **Certify** to open the certification screen for the month that you need to certify; or,
- Click **View** if you want to see transactions from previous months.

Transaction Summary

P-Card Ending in:

Statement Date		Total	Certified	Credited	Disputed	Uncertified	
June 3, 2015		12	0	1	0	11	Certify
May 3, 2015	Certified on 5/6/2015	12	12	0	0	0	View
April 3, 2015	Certified on 4/14/2015	21	21	0	0	0	View
March 3, 2015	Certified on 3/10/2015	10	10	0	0	0	View
February 3, 2015	Certified on 2/5/2015	10	10	0	0	0	View
January 3, 2015	Certified on 1/15/2015	20	20	0	0	0	View
December 3, 2014	Certified on 12/16/2014	12	12	0	0	0	View
November 3, 2014		27	0	3	0	24	Certify

P-Card Certification

Certification

This page will show all transactions billed within the statement period, along with the line items of each transaction.

Statement for June 3, 2015 [Back to Transaction Summary](#)

= New = Selected = Certified

Date	Merchant	Amount	
05/25/2015	STAPLES 00105379	\$43.10	Report Dispute
05/14/2015	OFFICE DEPOT #5910	\$76.20	Report Dispute
05/11/2015	POSITIVE PROMOTIONS IN	\$112.49	Report Dispute
05/08/2015	USPS 35818105135913607	\$3.02	Report Dispute
05/08/2015	USPS 35818105135913607	\$6.00	Report Dispute

Certified: 0 of 5

Please select an Expense Type

Please select an Object Code

Justification ⓘ
Enter the reason for this purchase

I certify that the expenses listed above have been reviewed and recorded to the appropriate expense type (e.g., supplies, parking, postage); and, is in accordance with the Department of Education purchasing guidelines. This certification authorizes only the re-alignment of funds and expenses. All expenses must be certified including purchases that have been recorded as disputed and reported to the bank.

P-Card Certification

Certification

Each transaction requires separate certification. Follow the steps below to certify each transaction:

- Select an **Expense Type** from the drop down menu.
- Select an **Object Code** from the drop down menu.

Statement for June 3, 2015 [Back to Transaction Summary](#)

= New = Selected = Certified

Date	Merchant	Amount	
05/25/2015	STAPLES 00105379	\$43.10	Report Dispute
05/14/2015	OFFICE DEPOT #5910	\$76.20	Report Dispute
05/11/2015	POSITIVE PROMOTIONS IN	\$112.49	Report Dispute
05/08/2015	USPS 35818105135913607	\$3.02	Report Dispute
05/08/2015	USPS 35818105135913607	\$6.00	Report Dispute

I certify that the expenses listed above have been reviewed and recorded to the appropriate expense type (e.g., supplies, parking, postage); and, is in accordance with the Department of Education purchasing guidelines. This certification authorizes only the re-alignment of funds and expenses. All expenses must be certified including purchases that have been recorded as disputed and reported to the bank.

Certification

Certified: 0 of 5

Please select an Expense Type

Please select an Object Code

Justification ⓘ

Enter the reason for this purchase

Previous

Next

[Certify All Transactions to Submit](#)

P-Card Certification

Certification

- Enter a **Justification** for the purchase (e.g. flower seeds for school garden).
- Click the check-off box to accept the certification statement.
- Click **Certify All Transactions to Submit**.
 - ❖ Please note, all transaction must be certified before submission.

Statement for June 3, 2015 [Back to Transaction Summary](#)

= New = Selected = Certified

Date	Merchant	Amount	
05/25/2015	STAPLES 00105379	\$43.10	Report Dispute
05/14/2015	OFFICE DEPOT #5910	\$76.20	Report Dispute
05/11/2015	POSITIVE PROMOTIONS IN	\$112.49	Report Dispute
05/08/2015	USPS 35818105135913607	\$3.02	Report Dispute
05/08/2015	USPS 35818105135913607	\$6.00	Report Dispute

Certification

Certified: 0 of 5

Please select an Expense Type

Please select an Object Code

Justification

Enter the reason for this purchase

I certify that the expenses listed above have been reviewed and recorded to the appropriate expense type (e.g., supplies, parking, postage); and, is in accordance with the Department of Education purchasing guidelines. This certification authorizes only the re-alignment of funds and expenses. All expenses must be certified including purchases that have been recorded as disputed and reported to the bank.

P-Card Certification

Certification

Note:

- If a fraudulent* transaction appears, click **Report Dispute** and enter a reason for dispute in the **Justification** field.
- **You must also contact Citibank at 1(800)248-4553 to dispute the charge.**

Note: All documents related to the dispute must be kept on file.

- If an icon appears you can click to see the details of that purchase.

*The theft of the physical card or the compromise of data associated with the account.

= New = Selected = Certified

Date	Merchant	Amount	
05/18/2015	STAPLS6827860720000	\$730.40	Report Dispute
05/12/2015	CATANIAS PIZZA	\$245.00	Report Dispute
05/06/2015	THE HOME DEPOT 1250	\$32.44	Report Dispute
05/05/2015	ALL CITY TRANS, INC.	\$425.00	Report Dispute
05/04/2015	SIX FLAGS GREAT ADVENT	\$710.33	Report Dispute

Certification

Certified: 0 of 5

10-014344-FSF INSTRUCTION & SUPE

Please select an Object Code

Justification

Enter the reason for this purchase

I certify that the expenses listed above have been reviewed and recorded to the appropriate expense type (e.g., supplies, parking, postage); and, is in accordance with the Department of Education purchasing guidelines. This certification authorizes only the

Previous Next

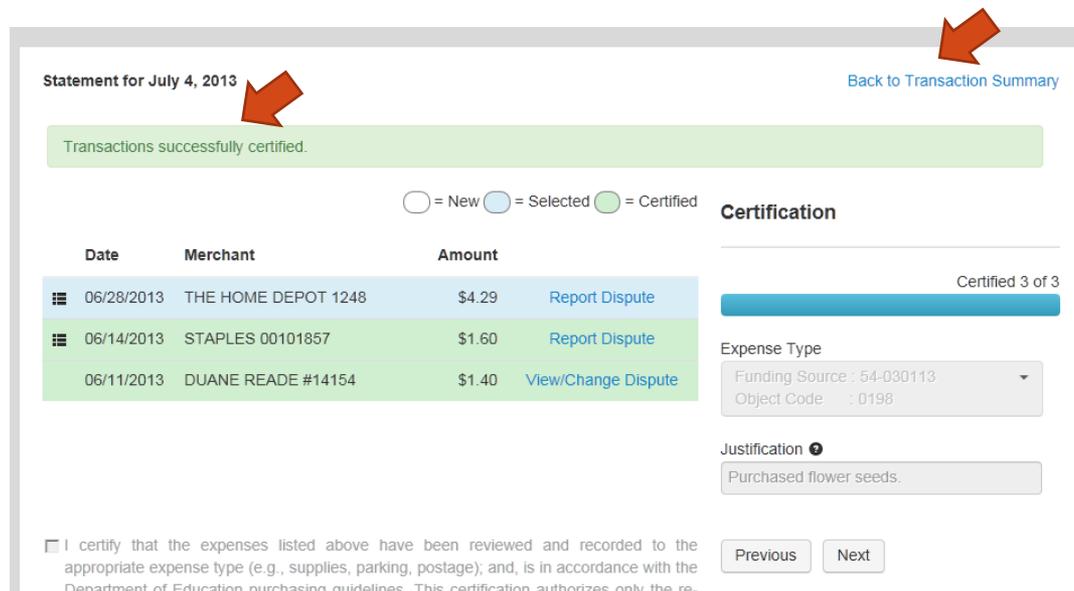
P-Card Certification

Certification Completed

Upon completion of certification, a message will appear at the top of the screen indicating that “Transactions successfully certified.”

You have the option to:

- Select another P-Card from the Transaction Summary or
- Log out of P-Card Expense Reporting.



Statement for July 4, 2013 [Back to Transaction Summary](#)

Transactions successfully certified.

= New = Selected = Certified

Date	Merchant	Amount	
06/28/2013	THE HOME DEPOT 1248	\$4.29	Report Dispute
06/14/2013	STAPLES 00101857	\$1.60	Report Dispute
06/11/2013	DUANE READE #14154	\$1.40	View/Change Dispute

Certification

Certified 3 of 3

Expense Type

Funding Source : 54-030113
Object Code : 0198

Justification 

Purchased flower seeds.

I certify that the expenses listed above have been reviewed and recorded to the appropriate expense type (e.g., supplies, parking, postage); and, is in accordance with the Department of Education purchasing guidelines. This certification authorizes only the re-

[Previous](#) [Next](#)

Citibank Website

Use this link to view and print Citibank statements and transactions.

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

Staples



Staples Overview

- The purpose of this section is to provide cardholders with information on how to access Staples Advantage.
- Staples Advantage is the website provided by Staples to the Department of Education to place orders for supplies.
- The benefits to using Staples are contract pricing and tax-free purchases.

Staples

- Select **Get Staples ID** for each new card.



Staples

Get Staples ID

- Select **Become A Customer.**

The screenshot shows the top navigation bar of the Staples website. The bar is dark blue with white text. On the left, there are links for 'LEARN', 'SHOP', and 'Other Staples Sites'. On the right, there are links for 'Help', 'Become A Customer', 'Track Order', and 'LOGIN'. Below the navigation bar is the Staples logo and the tagline 'Business Advantage'. A red arrow points to the 'Become A Customer' link. Below the logo is a search bar with the word 'SEARCH' and a magnifying glass icon. Below the search bar is a dark blue navigation bar with icons and text for 'PROGRAM BENEFITS', 'WHAT WE OFFER', 'GREEN FOCUS', and 'NEW! RESOURCE CENTER'. Below this is a large banner for the Resource Center with the headline 'Giving you the resources you need.' and a 'Visit now' button. The banner also includes a 'Sales Dept Inquiries: 1-844-243-8645' and a 'Get started now' button. At the bottom of the banner are navigation links for 'Welcome', 'Resource Center', 'Everything You Need', and 'Consolidated Orders'.

Four blue square icons with white text and symbols. From left to right: 'FACILITY SOLUTIONS' with a starburst icon, 'PRINT SOLUTIONS' with a printer icon, 'TECHNOLOGY SOLUTIONS' with a laptop icon, and 'FURNITURE SOLUTIONS' with a chair icon.

What you can expect

Stocking your office shouldn't be difficult. Multiple vendors with separate invoices can create more work than you might realize. We

Staples

Get Staples ID

- Select **I NEED A LOG IN.**

The screenshot shows the top navigation bar of the Staples Business Advantage website. It includes links for LEARN, SHOP, and Other Staples Sites. On the right side, there are links for Help, Become A Customer, Track Order, and a LOGIN button. Below the navigation bar is the Staples Business Advantage logo. A search bar is located below the logo. At the bottom of the navigation bar, there are four icons with labels: PROGRAM BENEFITS, WHAT WE OFFER, GREEN FOCUS, and NEW! RESOURCE CENTER.

Ready to get started?

Just provide us with a little information about your business needs. A Staples Business Advantage® representative in your area will get back to you to discuss how we can help.

Please choose your path below:

LET'S GET STARTED My company does not have a Staples Business Advantage account.	I NEED A LOG IN My company already has a Staples Business Advantage account and I'm ready to place an order.
--	--



- Visit our **contact us** page with additional questions. To Become a Customer Contact: 1-844-243-8645
- If your company has 10 or less employees, please visit **staples.com**
- Do you work for the federal government? Visit our **government site**
- If you would like to become a healthcare customer, visit our **healthcare site**



Staples

Get Staples ID

- Complete all fields.
- ❖ Enter 1009541 in Customer Account # field and Mark Maciag in Sales Representative field.
- Click **Submit**.

LET'S GET STARTED
My company does not have a Staples Business Advantage account.

I NEED A LOG IN
My company already has a Staples Business Advantage account and I'm ready to place an order

Register as a New User

If your organization is already a customer of Staples Business Advantage, and you would like to register for a new user profile, please fill in your information below. If you are a Federal Government Employee, please [click here](#) to register for a new user profile.

*First Name:

*Last Name:

*Company Name:

➔ Customer Account #:

*Street Address:

*City:

*State: ▾

*Zip Code:

➔ Sales Representative:

*Email:

*Phone:

Additional Information:

Please provide any additional information that will help us better assist you.

*Required Field

Cancel | Submit ➔

Staples

- Select **Login to Staples** to log into Staples Advantage.



Staples

Logging into Staples

- Click **LOGIN**.

The screenshot shows the top navigation bar of the Staples Business Advantage website. The navigation bar is dark blue and contains the following elements from left to right: a 'LEARN' link with a book icon, a 'SHOP' link with a shopping cart icon, a dropdown menu for 'Other Staples Sites', a 'Help' link, a 'Become A Customer' link, a 'Track Order' link with a dropdown arrow, and a 'LOGIN' button. A red arrow points to the 'LOGIN' button. Below the navigation bar is the Staples logo and the tagline 'Business Advantage'. A search bar is located below the logo. Below the search bar is a dark grey navigation bar with four links: 'PROGRAM BENEFITS' with a downward arrow icon, 'WHAT WE OFFER' with a lightbulb icon, 'GREEN FOCUS' with a leaf icon, and 'NEW! RESOURCE CENTER' with a red 'NEW!' label. Below this is a large banner image of a woman in a teal jacket looking at a laptop. Overlaid on the banner is a white box with the text: 'One source. One invoice. One partner.' followed by a paragraph: 'Your day is beyond busy. By consolidating your orders, you can simplify your procurement and spend a little smarter in the process. The brands you look for, the products you rely on, all from a single source — Staples Business Advantage.' In the bottom right corner of the banner, there is a box with the text: 'Sales Dept Inquiries: 1-844-243-8645'. At the bottom of the banner, there is a navigation bar with four links: 'Welcome', 'Resource Center', 'Everything You Need', and 'Consolidated Orders'. A 'Get started now' button is located in the bottom right corner of the banner.

Staples

Logging into Staples

- Fill in all fields and click **LOGIN**.

LEARN SHOP Other Staples Sites Help Become A Customer Track Order LOGIN

STAPLES
Business Advantage

SEARCH

BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

Log In to Your Account

Account Number | [What's this?](#)

User ID:

Password:

Password is case sensitive.

LOGIN [Forgot your Account Number or User ID?](#) [Forgot your Password?](#)

Easier reordering of your favorite items.

Do more with your advanced Shopping Lists features.

Applicable to eligible customers.

DON'T HAVE A LOGIN?

- > My company is new to Staples Business Advantage.
- > My company has a Staples Business Advantage account, but I need a login.

Contact Us
Staples Business Advantage Customers
1-877-826-7755

THE VALUE OF STAPLES BUSINESS ADVANTAGE

School Specialty



School Specialty Overview

- The purpose of this section is to provide cardholders with information on how to access School Specialty.
- The School Specialty site allows all DOE employees to make tax-exempt purchases at the negotiated (contracted) prices.

School Specialty

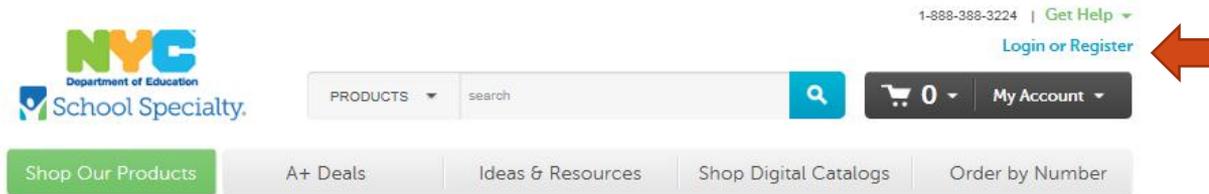
- Select **Purchase from School Specialty** for each new card.



School Specialty

School Specialty

- Select **Login or Register**.



NYC Certified Art Teachers - Spend your Art Teachers' Choice Funds with Us! Did you know, Sax/School Specialty is the ONLY Art vendor on FAMIS?

Maximize your allocated Art Teachers' Choice Funds with School Specialty and Sax. We are your NYCDOE source for K-12 Art Material and the ONLY company to hold the NYCDOE Art Supplies contract On FAMIS. From clay to canvas, paint to printmaking supplies, you'll find great values to spark creative learning right here. [Register now](#) as an online user to see your FAMIS pricing.

NEW for NYC DOE - FAMIS item listing!

All items on FAMIS are now identified with FAMIS item numbers. No more searching through the FAMIS system for your item number. We have them here, making your shopping experience quick and easy.



[Shop Art Education Catalog](#)

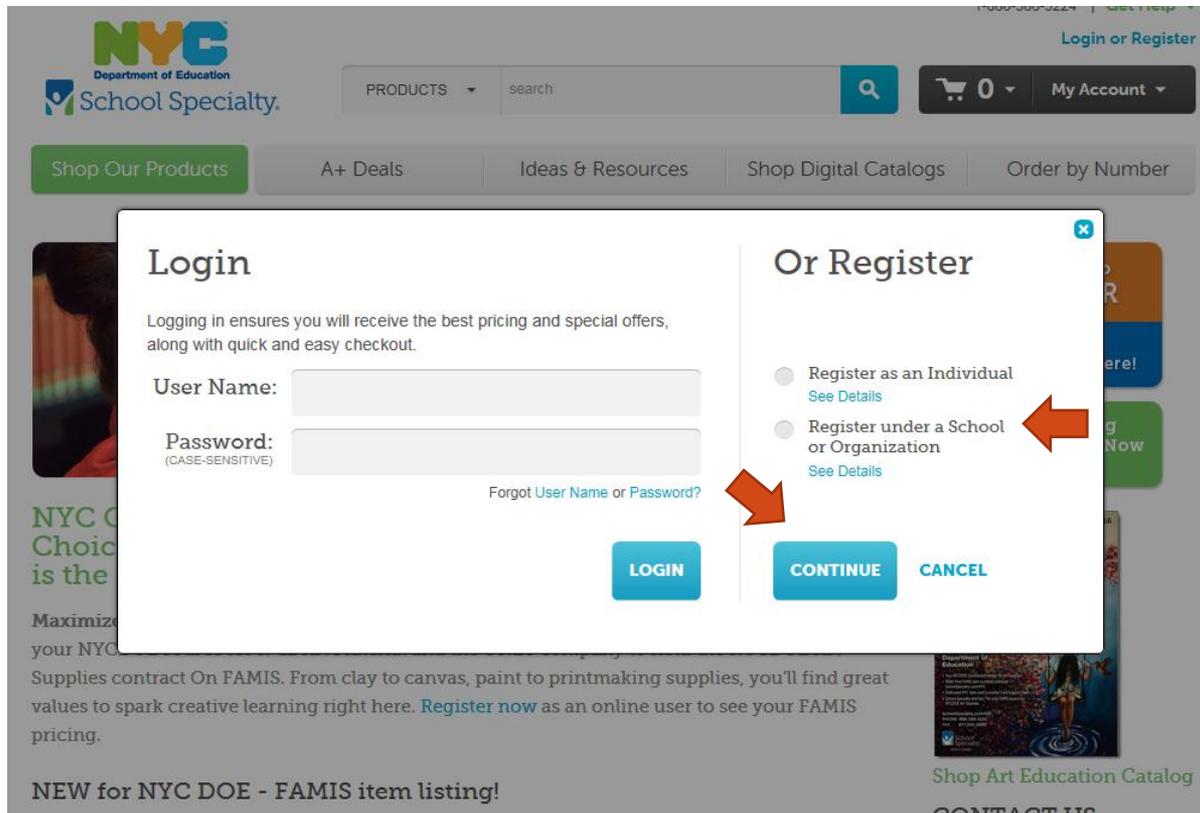
CONTACT US

NYC Customer Care
1-888-388-3224
TeamCSNYC@schoolspecialty.com

School Specialty

School Specialty

- To register, select **Register under a School or Organization** and click **Continue**.



The screenshot shows the NYC Department of Education School Specialty website. A modal window is open with two sections: "Login" and "Or Register".

Login Section:

- Text: "Logging in ensures you will receive the best pricing and special offers, along with quick and easy checkout."
- Form fields: "User Name:" and "Password: (CASE-SENSITIVE)".
- Link: "Forgot User Name or Password?"
- Button: "LOGIN"

Or Register Section:

- Radio button: "Register as an Individual" with link "See Details".
- Radio button: "Register under a School or Organization" with link "See Details".
- Buttons: "CONTINUE" and "CANCEL".

Two red arrows point to the "Register under a School or Organization" radio button and the "CONTINUE" button, respectively.

School Specialty

School Specialty

- Fill in all fields and click **Search**.

1-888-388-3224 | [Get Help](#) ▾

[Login or Register](#)

NYC
Department of Education
School Specialty.

PRODUCTS ▾ search 

 0 ▾ [My Account](#) ▾

[Shop Our Products](#) | [A+ Deals](#) | [Ideas & Resources](#) | [Shop Digital Catalogs](#) | [Order by Number](#)

Search and Register as a User of an Existing Account

* Indicates required field

* Bill To Account Name:
TIP: This is where your invoice is sent.

Address:

* City:

* State: ▾

Zip/Postal Code:

OR

* Bill To Account Number:

 * To find your school or business please enter the required information below.

* Entering just the first few characters of Bill To Account Name, City, and State will return better results.

* If you are having problems finding your organization, please call us at 800-513-2465 between 7am - 5pm (Central Time).



School Specialty

School Specialty

- Select **Login or Register**.



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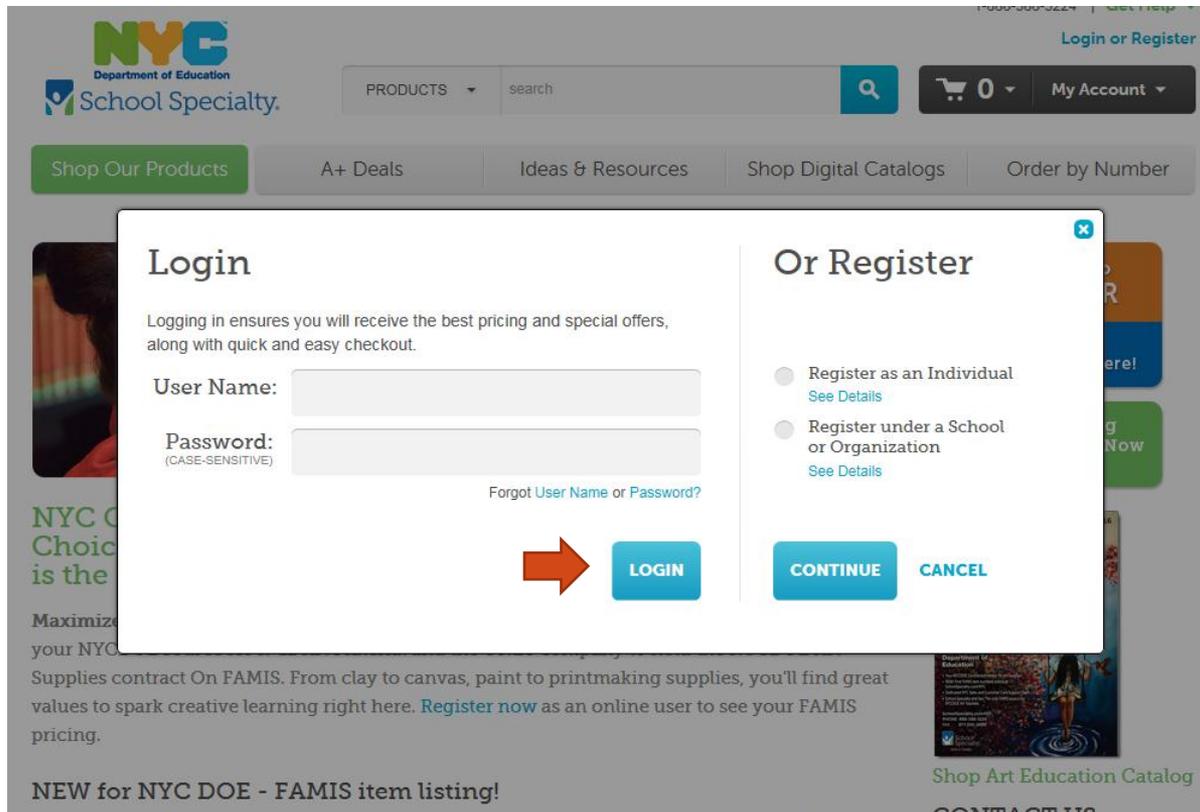
CONTACT US

NYC Customer Care
1-888-388-3224
TeamCSNYC@schoolspecialty.com

School Specialty

School Specialty

- Select **Login**.



The screenshot shows the NYC Department of Education School Specialty website. A modal window is open, titled "Login" and "Or Register". The "Login" section includes a "User Name:" field, a "Password:" field (noted as CASE-SENSITIVE), and a "Forgot User Name or Password?" link. A red arrow points to the "LOGIN" button. The "Or Register" section has two radio button options: "Register as an Individual" and "Register under a School or Organization", each with a "See Details" link. Below these are "CONTINUE" and "CANCEL" buttons. The background shows the website's navigation bar with "Shop Our Products", "A+ Deals", "Ideas & Resources", "Shop Digital Catalogs", and "Order by Number".

FY17 Certification Calendar



FY17 Certification Calendar

P-CARD CERTIFICATION DATES - FY17				
Statement	1 st Email	2 nd Email	3 rd Email	Last Day to Certify
August 2016	08/09/16	08/16/16	08/19/16	08/23/16
September 2016	09/07/16	09/14/16	09/19/16	09/21/16
October 2016	10/13/16	10/20/16	10/25/16	10/27/16
November 2016	11/08/16	11/15/16	11/21/16	11/22/16
December 2016	12/06/16	12/13/16	12/19/16	12/21/16
January 2017	01/05/17	01/12/17	01/17/17	01/19/17
February 2017	02/07/17	02/14/17	02/27/17	02/28/17
March 2017	03/07/17	03/14/17	03/20/17	03/22/17
April 2017	04/05/17	04/19/17	04/24/17	04/26/17
May 2017	05/09/17	05/16/17	05/22/17	05/24/17
June 2017	06/06/17	06/13/17	06/20/17	06/22/17
July 2017	07/06/17	07/13/17	07/18/17	07/20/17
Please note that these dates are subject to modification				
Certification emails will be generated for all cardholders who have activity within a statement month				
Statements include previous month's transactions i.e. August covers 7/4-8/3 transactions				

Valuable Resources



Valuable Resources

- P-Card FAQ document:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/Procurement+Card.htm>

- P-Card Placemat:

<http://schools.nyc.gov/NR/rdonlyres/E5EAB0F8-F1C6-4813-ACDA-1F1B5087A942/184256/PCardPlacemat.pdf>

- OTPS - Standard Operating Procedures manual:

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

- Tax Exempt Certificate:

<http://schools.nyc.gov/NR/rdonlyres/66D28ED7-7F53-4911-9EB0-ACDEFC966CA9/0/TaxExCert.pdf>

- Citibank Tool

<http://schools.nyc.gov/NR/rdonlyres/012E399E-266F-4EFF-950E-D2121DCCA321/0/CitimanagerQuickReferenceGuide.pdf>

- Chip & Pin FAQ

<https://www.citi.com/credit-cards/template.do?ID=chip-technology-questions>

- P-Card Unit Contact Information:

Email: pcers@schools.nyc.gov

Phone: 718-935-2939