

Cardholders should be familiar with key P-Card rules:

The safeguard and charges appearing on each card are the responsibility of the cardholder.

EXPENSE	TAKE ACTION	SOP / RULE
<i>DOCUMENTATION</i>	Keep monthly P-Card statements in chronological order. Attach receipts for purchases made each month. Check to ensure the statement matches your purchases and receipts. Obtain credits timely for returned merchandise. All supporting documentation must be maintained in a central location at the cardholder’s school or worksite for six years.	1.2.4 } 1.4 } 4.2 } 4.3.2 } 4.5 } OTPS
<i>BIDDING REGULATIONS</i>	Bidding regulations must be followed before a purchase is made from a non-contracted vendor when the single transaction amount exceeds \$ 250.	2.4 } 4.3 } OTPS
<i>INCENTIVES & REWARDS</i>	Incentives and rewards may be given to students as part of an officially sanctioned incentive program such as dropout prevention, honor roll, attendance, etc. There must be a written defined program to support the award. The amount should not exceed \$25 per occurrence and not to exceed \$ 100 for any school year per student.	2.5.7 } 4.4.4 } OTPS
<i>OFFICE SUPPLIES ART SUPPLIES</i>	All office supplies and art supplies must be purchased through the contracted vendor. All orders are to be placed through FAMIS Portal using e-catalog item number.	2.7.5 } 2.7.6 } 4.4.6 } OTPS
<i>USE A LOG</i>	Use and continually update a usage log. See sample form in SOP. Verify bank statements against LOG monthly.	1.2.4 } 1.4 } OTPS
<i>SALES TAX EXEMPTIONS</i>	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 are not reimbursable. Taxes on meals purchased during overnight travel are included in the GSA reimbursable rate.	4.2 } 1.4 } 2.5.12 } 4.2 } TRAVEL & CONFERENCES OTPS
<i>SHIPPING & HANDLING</i>	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.	1.4 } 4.2 } OTPS

OTPS funds must not be used for contributions, such as donations to political parties, charities and employee gift/celebration.



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. Typically occurs the same day or over several days with the same vendor. Split orders are not allowed.	1.4 4.4.6 OTPS
<i>FOOD</i>	<p>There are only 2 approved reasons for reimbursable food at work: food should not be purchased routinely. The per person maximum is \$3 for light refreshments; up to \$5 (inclusive of beverage) for breakfast and up to \$10 (inclusive of beverage) for lunch or modest meal as follows:</p> <ol style="list-style-type: none"> 1. At a meeting lasting more than four hours held at the organizer’s worksite and attended by multiple schools/offices away from their worksites; 2. At a meeting starting at least two hours prior to the beginning of the regular workday/school starting time or continuing at least two hours beyond the end of the regular workday/school time provided that attendee does not get paid overtime or receive a meal allowance. <p>Note: All planning and expenditures for light refreshments or modest fare must be preapproved by the Approving Authority. If light refreshments or modest meals are appropriate and expenses will exceed \$250, all applicable bidding rules must be followed. For guidance, review the OTPS Purchases standard operating procedures manual.</p>	1.4 2.5.6 4.4.1 5.2 5.3.2 OTPS 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://schools.nyc.gov/NR/rdonlyres/BBB52FD4-AEFA-46FE-9C22-76AAF93E0578/0/SOPMTravelandConferencesFinalsofJuly18.pdf>

The P-Card Unit can be reached @ (718) 935-2939 for any questions – our goal is to exceed your customer service expectations!