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P-CARD ENROLLMENT AND RENEWAL
FOR FISCAL YEAR 2009

All fiscal year 2008 funded P-cards will be deactivated on June 30, 2008. Since some vendors will post card transactions for purchases made on or before June 30, it is imperative that receipts be maintained, particularly for purchases during the last week of June. The city's comptroller's office may request this documentation to assure compliance with the city's June 30 delivery date.

Please see the following in order to expedite the renewal and enrollment process for FY 09:

Renewal/ New Enrollment

- ❖ Cards with an expiration date beyond June 30, 2008, can be funded on the FAMIS portal using the renewal feature.
- ❖ New cardholders must use the electronic enrollment application located on the FAMIS portal.

You may access the FAMIS portal by clicking on the following link:

[https://df\(forms\).nycenet.edu/FamisPortal/login.aspx?Sessiontoken=51ud22reueqxon40mwy5l2n](https://df(forms).nycenet.edu/FamisPortal/login.aspx?Sessiontoken=51ud22reueqxon40mwy5l2n)

The enrollment/ renewal period will begin on June 25, 2008.

For renewals, cards will be funded on July 11 2008; and will not require activation.

New cardholders will be notified (via email from DFO's P-card unit) of card distribution or pick up details upon DFO's receipt of P-cards from the bank. **New cards must be activated.** Instructions are included on the card, as well as in the e-mail notification from the P-card unit.

In fiscal year 2008, DFO announced the following three significant changes to the P-card program

- P-cards can only be purchased using object code 179 provided there is enough available funds in the spending plan; object code 100. This eliminates the need to purchase multiple P-cards.
- The single transaction threshold has been increased to \$5,000 for all schools.
- The addition of an Expense Reporting and Certification screen.

Please click on the following link to access the PW article, which gives further details regarding these changes:

<http://schools.nyc.gov/NR/rdonlyres/D3B59C2A-6866-44E3-8845-E91A663F85EF/25816/PWRevChgPC.pdf>

Please note: for FY 09, schools and other DOE sites must obtain additional cards if funding is tax levy and reimbursable.

Please direct any questions regarding this article to:

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