

## NEW PROCUREMENT CHANGES

**Functional area(s):** Procurement

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A recent audit by the NYC Comptroller of the [Small Item Payments Process \(SIPP\)](#) identified instances of unauthorized purchases and non-compliance with bidding requirements. To address these deficiencies, the following changes will be implemented within the [FAMIS](#) SIPP application on **February 8**:

- Schools will need to upload documentation prior to obtaining approval for all SIPPs
- SIPPs exceeding \$250 will require the completion of an online bid summary form and subsequent approval from BFSC budget directors or procurement specialists
- The following Contractual Service object codes will be blocked for SIPP use:
  - 622 temporary services,
  - 670 series, and
  - 680 professional services series.
- The FAMIS SIPP application will include a new text field that will warn users to exclude sales tax on the document entry screen. The SIPP application will also include [new object codes](#) for meetings, conferences, and parent involvement to improve transparency and reporting on food, travel, and related expenditures.