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### Revised SIPP Process

Due to the New York City Comptroller's Office regulations concerning payments and reimbursements, the Department of Education (DOE) is required to revise the current **SIPP** business process. Accordingly, the Division of Financial Operations (DFO) has enhanced **SIPP** transaction processing through the **FAMIS** portal. This enhancement will have a twofold purpose: (a) to ensure that payments made to individuals and sole proprietors will be reported accurately and expeditiously to federal, state and local government entities for tax reporting, and (b) to ensure Standard Operating Procedures (SOP) compliance.

On February 12, 2007, the **FAMIS** portal **SIPP** application will be updated to display the following two payment options:

#### **Vendor Payment:\***

For payments that do not exceed \$2,500 the **SIPP** transaction will require a valid **FAMIS** vendor number. This means; the vendor must be activated in the **FAMIS** Vendor File before a payment request can be processed and in addition, will allow for the name and address of the payee to be retrieved from this file. The subsequent check will be generated in five to seven business days by the City's Department of Finance.

**Please Note:** Please advise vendors **NOT** listed in the FAMIS Vendor File, that a **W-9** form must be submitted to the Division of Contracts and Purchasing (DCP). Please [click here](#) to access the **W-9** form. [Click here](#) to access the **instructions** for completing the W-9 form.

#### **Employee/Parent Reimbursement:\***

##### Employee:

Will require a valid 7-digit Employee Reference Number (a look-up by name will be provided) allowing for the name and address of the payee to be retrieved from the DOE Employee table. The subsequent checks will continue to be generated by Chase Bank.

##### Parent:

Click "Employee/Parent Reimbursement on Screen 1

Click on "Parent" on Screen 2-4

Enter the requested parent information

**\*[Click here](#)** to view sample screens of the updated process.

DFO recognizes the possibility that payments may have to be made to vendors or employees that do not have valid vendor numbers or employee reference numbers. If this rare situation should occur, the principal/site supervisor must get approval for such a transaction by calling DFO's Bureau of Finance (BOF) attention Connie O'Keefe at 718-935-2655. Upon presenting the reasons for such an exception/emergency, the principal/site supervisor will be advised if an emergency/exception payment will be made. You are urged to keep these emergency requests to a minimum.

Please contact your ROC/ISC or BOF's Connie O'Keefe at the above number if you have any questions.