Below are step-by-step instructions on how to certify a Purchase Order (PO). This should be done for EACH PO, once the items have been received. Certifying the PO facilitates payment to vendors. If payment is not made to the vendor through the FAMIS system, vendors will be referred directly to the school for alternate form of payment.

Step 1: Log into FAMIS (please refer to NYSTL Allocation Memo for information about logging on, gaining accounts, etc.)

Step 2: Click on Inquiry
Step 3: Click on Document Inquiry
Step 4: Enter in your Document number (the PO number, which will start with WR). Click Inquire.

Please note that the suffix “01” or “02” at the end of the PO number must be entered into the 2nd, smaller box.
Step 5: Click Certify Document
Step 5 (Continued): Certify

Choose Received in Full, Partially Received, or Not Received. If partially received, you will be asked to fill in the quantity received.

Enter in the date the materials were received, and the name of who examined the materials.

Press Save.

Repeat this process for all PO’s created during the fiscal year.

Step 6: Please mail a copy of all certified invoices to:
NYC Department of Education
Attention: Office of Payable Operations
65 Court Street
Room 1502
Brooklyn, NY 11201

Please make sure you keep a copy of the invoice for your records. Please do not send copies of invoices to our office.