

New York State Textbook Law (NYSTL)

Spending Guide

July 2020

The New York State Textbook Law (NYSTL) provides funds for textbooks, library books (NYSLL), and software (NYSSL) to help improve technology and instructional aids at schools. NYSTL funding is restricted to the three categories (Textbooks, Library & Software). This is non-negotiable. NYSTL funding is a non-cash allocation that must be spent via the FAMIS portal.

IMPORTANT REMINDERS:

- ❖ NYSTL funding is non-cash allocation that is to be used for the school year in which it is allocated.
- ❖ **Schools should aim to spend NYSTL funds by the end of March to ensure use before** the purchasing deadline. This office will send out the final deadline when it is announced via the Charter School Weekly. After the deadline, you will lose the funding allocation. **The funding does not roll over to the next year and all orders must be received and certified in FAMIS by June 30.**
- ❖ Orders are limited to NYSTL-approved items within each category. Orders are restricted to NYSTL-approved items within each category, not supplies, furniture, equipment, or other items. NYSTL funds are for instructional purposes only.
- ❖ Schools are able to transfer dollars across spending categories. Specifically:
 - Textbook and Software funds may be used to purchase Library Books.
 - Textbooks and Software funds may also be transferred to each other.
 - Library Books funds **may not be used** to purchase Textbooks or Software.
- ❖ Vendors will only be paid for software licenses covering 7/1/20 through 6/30/21. Any software licenses covering dates after 6/30/21 would be considered an FY22 expense.
- ❖ **Schools need to maintain a tracking system to manage NYSTL orders** and deliveries, especially for NYSTL funding distributed across multiple campuses. Recordkeeping is also important for audit documentation. Ensure that this system is well known among staff members.
- ❖ After creating the purchase order, **check your DOE email** for purchase order communications from the DOE.

NYSTL GUIDE SECTIONS:

(Hold Control and Click to Follow Links)

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[How and When to Certify a PO](#)

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[How to Search for Open POs](#)

[How to Edit a PO](#)

ACCESSING FAMIS & PASSWORD RESETS

New Users

Each school MUST have **(2) two** users; **ONE INITIATOR** and **ONE APPROVER**. The initiator will create the purchase orders and the approver will approve the purchase orders.

You must have a DOE username and email in order to gain FAMIS access. If you do not have a DOE email, please reach out to your school's Galaxy Table Organizer.

If you have DOE credentials, but never had a FAMIS User ID, then:

- Log in using your DOE credentials: <http://idm.nycenet.edu/selfservice>.
- Go to manage systems, click on FAMIS, and complete steps to request access.
- Take a screenshot to document Access Request.

Instructions for First Time Sign On

At the initial login screen <https://www.finance360.org/famis/portal/> :

- Enter your assigned User ID.
- Re-enter your User ID as your password.
- Click on "Change Password."
- The following message will appear: Your password is expired. Please enter a new Password and confirm the new Password.
- Enter a Password in New Password box. **Note:** Passwords should be 5-8 characters. Passwords cannot be reused.
- Re-enter the password in the Confirm Password box.
- Click on "Change Password." You will now see the broadcast screens and your FAMIS Portal menu.

Note: Each individual is responsible for his or her own User ID. Do not share user IDs and password information.

Existing Users / Password Resets & FAMIS Technical Assistance

Existing users please note that user IDs will become inactive if not used within a 90-day period, and can be revoked due to security violations such as entering the password wrong more than 4 times or lack of activity. See below for information regarding password resets and FAMIS technical assistance.

Issue	Action
Password Reset	Visit https://idm.nycenet.edu/itim/self/Home.do . Anyone who has not registered for the site, must register and set up three security questions.
Other Access-related Issues such as new access, modifying an account (e.g. change of location and/or access level), unlocking an account, or removing access	Email systemsaccess@schools.nyc.gov . Include your School Name, DBN, your FAMIS user ID , and a description of the issue (include screenshots when applicable).
FAMIS Systems Issues (Transferring Funds, FAMIS error messages, etc.)	Email ClientServices@schools.nyc.gov

Order Issues	Contact the vendor
Vendor Payment Questions	Have the vendor contact Vendorhotline@schools.nyc.gov

Note: The Charter School Office Team DOES NOT have access to reset passwords, unlock, or set up User IDs.

CHECK NYSTL BALANCES & LOOK UP ACTIVITY CODES

Check Balances Prior to Transferring Funds or Making Purchases

NYC Department of Education
Mayor's Office | DOE | DOE Email | Personnel Directory

Welcome, COLEMAN, MAHOGANY | Edit Profile | Sign Out

Purchasing / Payments

Approval

Inquiry

- Document Inquiry
- Open Document Inquiry
- Spending Plan Inquiry **2**
- Vendor Inquiry

FAMIS News!

9/06/19: Prior Year Open Encumbrances And Pre Encumbrances Have Been Rolled To FY20. Due To The Year-End Close Process, The Ability To Decrease Or Cancel An Open Rolled 2019 Pre Encumbrance/Encumbrance Is Disabled.

9/6/19: ***For Central Districts Only***

Per The 8/9/2019 Announcement, New Approval Paths Have Been Implemented Central District Users As Part Of The DOE Initiative To Streamline Purchasing

- (1) To check balances, log into FAMIS and click "Inquiry"
- (2) Click "Spending Plan Inquiry"
- (3) Enter the following information:
 - District: 84
 - Quick Code: 004404
 - Location Code: 1 letter, 3 #s
- (4) Click "Inquire"

Positions by District ▼ **Select Inquiry Type**

Required

- *Balance as of: VTD ▼
- *Fiscal Year: 2020 ▼
- *Group By: Major Object ▼
- *View: Expenditures ▼

Spending Plan Key

- *District: 84 ▼
- Quick Code: 004404 ▼
- Major Object: ▼
- Location: ▼
- Activity: ▼

Additional Filters

- Detail Object: ▼
- Fund: ▼
- UOA: ▼

Want to View Detail Transactions? ⓘ

Inquire **Clear** **Excel**

OBJECT	DESCRIPTION	ALLOCATED	ACTUAL	ENCUMBERED	BALANCE
199	DATA PROCESSING SU	\$3,145.00	\$0.00	\$0.00	\$3,145.00
337	TEXT BOOKS	\$12,201.00	\$3,070.00	\$0.00	\$9,131.00
338	LIBRARY BOOKS	\$1,312.00	\$0.00	\$0.00	\$1,312.00
EXPENDITURE TOTAL		\$16,658.00	\$3,070.00	\$0.00	\$13,588.00

<Previous Next>

ACTIVITY CODES: To see Activity Codes by Object Code, simply select "Activity" from the dropdown option labeled "Group By." Then press

TRANSFERRING DOLLARS

Schools are able to transfer dollars around. Specifically:

- Textbook and Software funds may be used to purchase Library Books
- Textbooks and Software funds may also be transferred to each other, however,
- Library Books funds may not be used to purchase either Textbooks or Software or transferred out of the category.

Only works in Internet Explorer, not Edge

Schools must make these transfers through the FAMIS portal. All funding for all transactions submitted prior to 3:00 pm will be available for processing on the next business day. **Funding for transactions submitted after 3 PM will be available for use in 2 business days.**

(1) <https://www.finance360.org/famis/portal/> (Use Internet Explorer)

(2) Click on "Miscellaneous"

(3) Click on "Spending Plan Funds Transfer"

As reminder, charter schools should only access funds in quick code 004404 for object codes 0199, 0338, 0337. Any other transactions in FAMIS are unauthorized. DO NOT transfer or use funds from other quick codes or object codes.

Object Code	Quick Code	Activity Code	AC (Funding Source)	Available Balance (\$)	Amt. to Transfer	Object to transfer to	Remaining After Transfer
199			CTL Charter Schools NYSTL Textbooks and Software	\$ 48,123		Please select an Object Code ..	
337			CTL Charter Schools NYSTL Textbooks and Software	\$ 16,027		Please select an Object Code ..	
338			CTL Charter Schools NYSTL Library Books	\$ 5,475			

(4) Enter the amount you want transfer

(5) Select the Object Code

(6) Click "Apply"

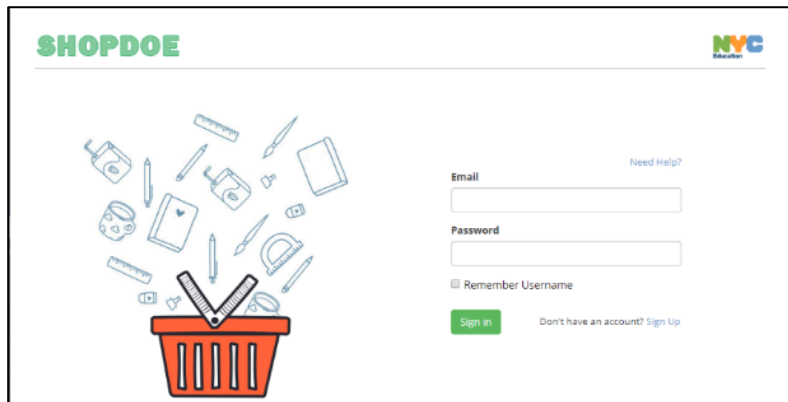
Note: If you transfer dollars from software/textbook to library (object code 338), a new row will appear, with a **new Activity Code**. You will need to reference BOTH activity codes when creating a PO that requires funding from both rows.

HOW TO FIND ITEMS / ShopDOE

ShopDOE/ E-Catalog

The SHOPDOE/e-catalog (www.Shopdoe.com) is helpful to use in planning your purchases. ShopDOE is an online shopping tool that can be used to view items and compile shopping lists from the FAMIS E-Catalog. **It cannot be used to actually purchase items.**

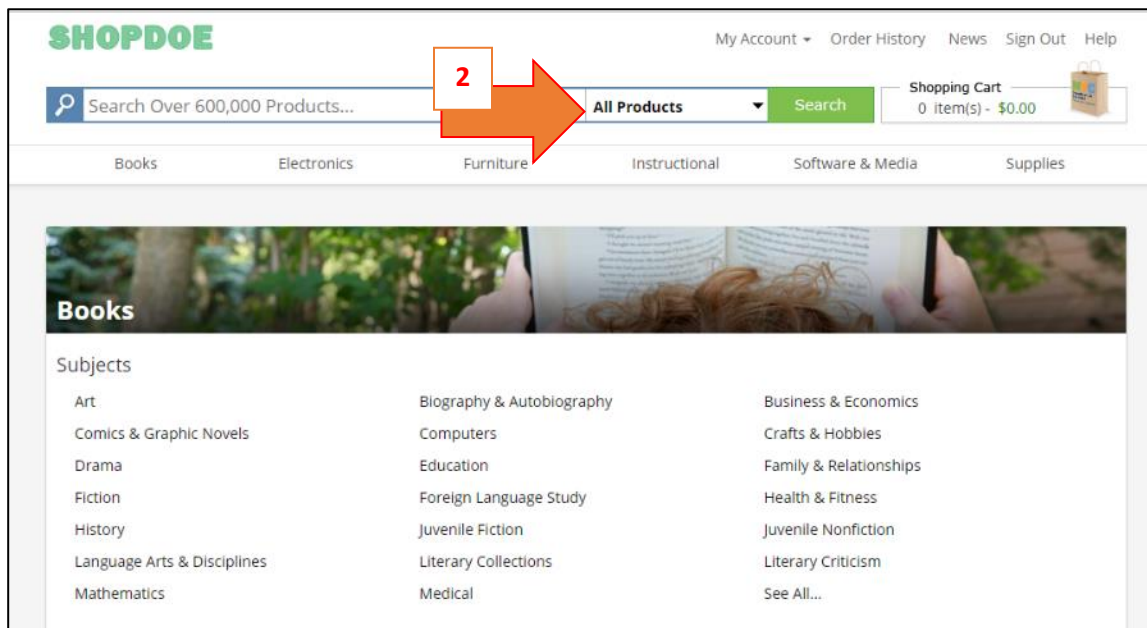
(1) Go to www.shopdoe.com and sign in. (**Internet Explorer works best**)



Note: In order to send a NYSTL ShopDOE order to your school's FAMIS profile, you must be logged in with your DOE email.

Public users can browse ShopDOE and then email the items to themselves or others for

(2) Search items. You may filter your search by selecting either "Software & Media" or "Books." Then click "Search." After the page loads, use the left column to select the filter for NYSTL eligible items.



(3) Select the item to purchase.

(4) Review selection and "add to cart."

HOW TO FIND ITEMS/ShopDOE CONTINUED...

(5) Continue shopping or proceed to “Checkout.”

Save

Share

Clear Cart

PRODUCT	IN STOCK	PRICE	UNIT	QUANTITY	SUBTOTAL
<div>GI Group, Inc.</div> <div>Can I Touch Your Hair? Poems Of Race, Mistakes, And Friendship Hardcover</div>		\$10.52	EACH	4	\$42.08

Did you make changes? [Update Cart](#)

MINIMUM: \$25.00

Total: \$42.08

Checkout

5

(6) Enter your information and shipping address. For the Shipping Address, search by your school’s Location Code.

(7) Review and Click “Finalize Order Request.” Inform your school’s FAMIS Initiator about your SHOPDOE Request.

CHECKOUT

1. SHIPPING ADDRESS

2. REVIEW

CONTACT INFORMATION

Full Name: Mahogany Coleman

Email Address: mahogany.coleman@schools.nyc.gov

Phone Number: (718) 224-1234

District: 84

Location Code: 123456789

SHIP TO

ATTN: Mahogany Coleman

SCHOOL

BROOKLYN, NY 11203

Delivery Instructions:

ITEMS

PRODUCT	ITEM NUMBER	SOLD BY	UNIT	QUANTITY	PRICE	SUB TOTAL
Can I Touch Your Hair? Poems Of Race, Mistakes, And Friendship	645545945	GI Group, Inc.	EACH	4	\$10.52	\$42.08

Order Total: \$42.08

Need to make changes? [Edit Items](#)

Comments:

Continue Shopping

7

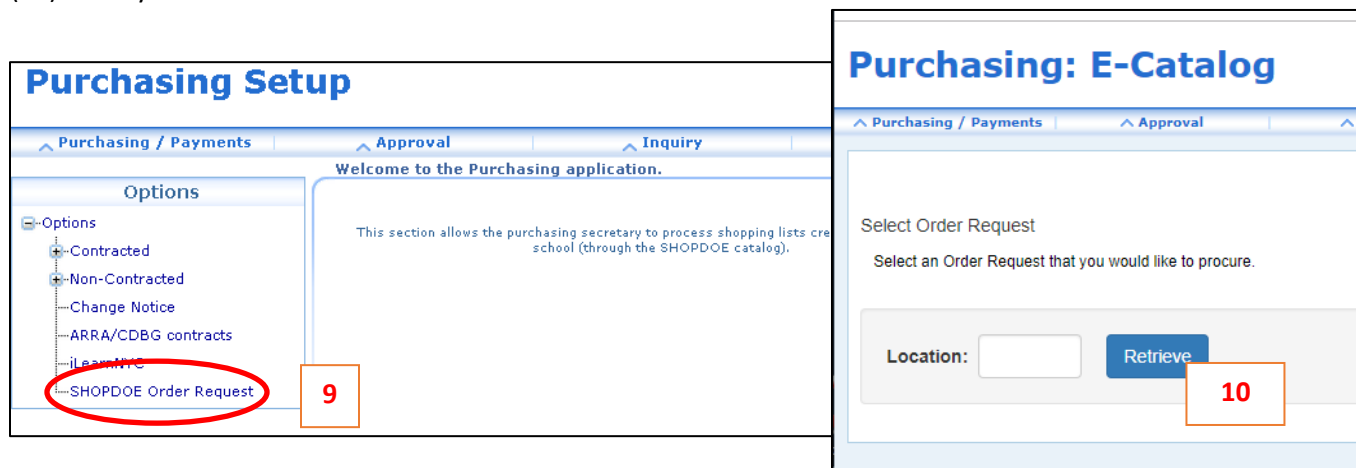
Finalize Order Request

HOW TO FIND ITEMS CONTINUED...

(8) Next, the FAMIS Initiator logs into FAMIS and then clicks “Purchasing” under “Purchasing/Payments.”

(9) Click “SHOPDOE Order Request.”

(10) Enter your school’s Location Code. Click “Retrieve.”



(11) Select specific order request and proceed to purchase the items.

[Back to Purchasing Menu](#)

Select Order Request

Select an Order Request that you would like to procure.

District: Location:

New [Processed](#) [Rejected](#)

11

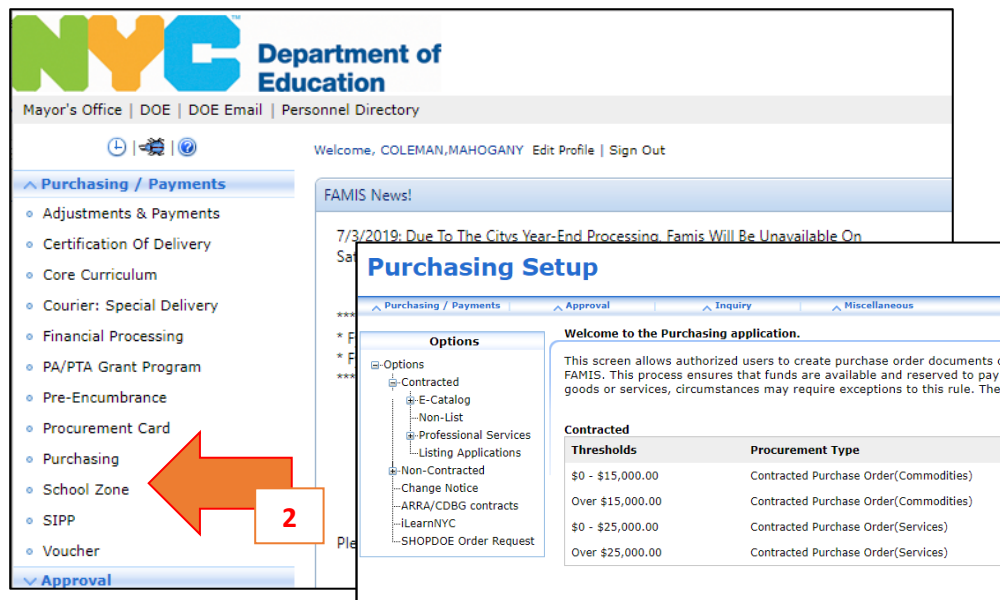
	Order Request No	Total Items	Requested By	Date Placed
<input type="radio"/>	1179	92	<input type="text"/>	08/07/2013
<input type="radio"/>	1173	37	<input type="text"/>	08/07/2013

(12) Continue steps below to add accounting line(s), update delivery information, etc. Make note of the WR number and have your school’s approver log into approve the purchase order.

HOW TO CREATE A PO FOR TEXTBOOKS/SOFTWARE

(1) The purchase order “initiator” begins by logging into FAMIS: <https://www.finance360.org/famis/portal/>

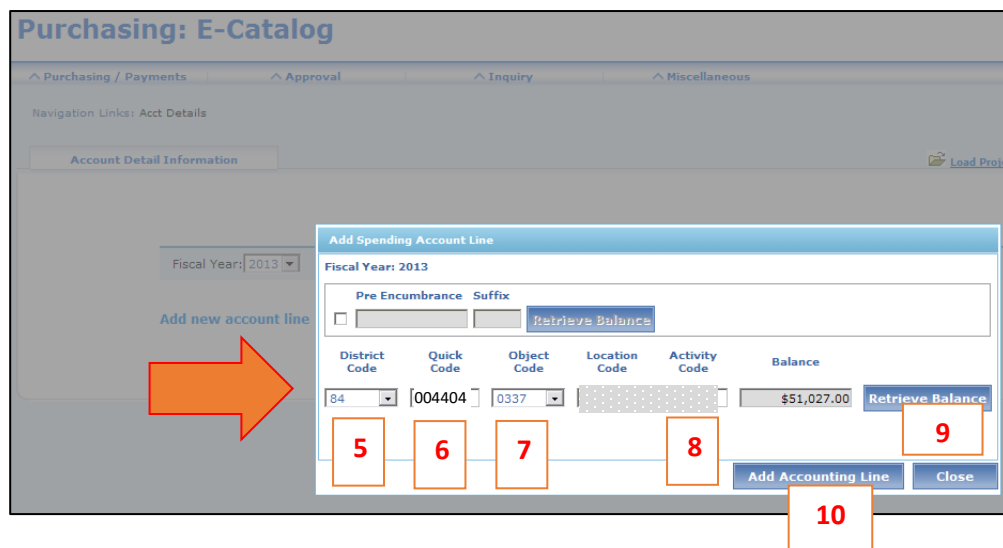
(2) On the left side of the screen, click on purchasing.



(3) Under contracted, click E-Catalog.

(4) Click Textbooks/Trade books or Computer Software (whichever you plan on purchasing).

Library Books: Please see separate section dedicated to purchasing Library Books.



(5) 84 is the district code.

(6) Quick Code: Enter 004404.

(7) Choose the correct object code:

a. Textbooks = 0337

b. Software = 0199

(8) Enter the Activity Code: Each DBN has a unique activity code for each object code. To locate your specific activity codes, click [here](#) or refer to the NYSTL Allocations Spreadsheet in the Charter Wiki.

(9) Click “Retrieve Balance”. The first time you create a PO, you should see the same balance as what is in the spreadsheet. In consequent purchases, the balance left for that Object code and activity code will be reflected.

(10) Click “Add Accounting Line”. You will see a table appear in the background with this information.

(11) Click “Close”.

HOW TO CREATE A PO FOR TEXTBOOKS/SOFTWARE CONTINUED...

(12) On the left side of the screen, click **“Next”**

Fiscal Year: 2013

		Pre Encumbrance		District Code	Quick Code	Object Code	Location Code	Activity Code		Balance
Remove	Update	N/A	N/A	84	004404	0337	X7			\$51,027.00
Total										\$51,027.00

Add new account line

Next

(13) Search for items by ISBN, title, description, etc.

(14) Add items to your cart. You can click “Save Project” if you want to come back to this same cart later on without adding lines, searching again.

(15) When done, click “Proceed to Checkout.” **Reminder: do not add more to your cart than what is available for the allocation category.**

Item Details

Back

fountas Book Title and Main Description

Note: For TLS educational Software, Choose "Computer Software from the Drop Down menu and Click on "TLS - Educational Software" button

Search View All Items Advanced Search

Maximum Purchasing Limit : \$51,027.00 Shopping Cart Total : \$2,366.52

Search Results Showing 1 - 20 of 377 records.

Price [High-Low]

First | Previous | Next | Last

Shopping Cart

Fountas & Pinnell Leveled Literacy Intervention: (Blue) Grade 2: Little Book Package(4 Complete Sets of 120 Colored Little Books)

Number: 901802107

Vendor: HOUGHTON MIFFLIN COMPANY

Availability: Check

ARRA eligible item.

Form: Kit, contains copies of more than one product in the same media (i.e., all books)

U/M: Each

NYSTL: Allowed

\$2,366.52

Add to Cart

Image URL

Long Description

Msds Desc

Additional Info

Fountas & Pinnell Leveled Literacy Intervention: (Orange) Grade K: Little Book Package(4 Complete Sets of 70 Colored Little Books)

Number: 901801410

Vendor: HOUGHTON MIFFLIN COMPANY

Availability: Check

ARRA eligible item.

Form: Kit, contains copies of more than one product in the same media (i.e., all books)

U/M: Each

NYSTL: Allowed

\$1,380.47

Add to Cart

Image URL

Long Description

Msds Desc

Additional Info

Total: \$2,366.52

Proceed to checkout

(16) Click “Checkout.” **This creates the PO, where you will enter delivery instructions, etc.**

Navigation Links: Act Details > Items Details > Shopping Cart

Shopping Cart

Load Project Save Project Restart

Maximum Purchasing Limit : \$51,027.00

View Shopping Cart

	Item #	Description	Add'l	Vendor	U/M	Net Price	NYSTL
Remove	1	Fountas & Pinnell Leveled Literacy Intervention: (Blue) Grade 2: Little Book Package(4 Complete Sets of 120 Colored Little Books)		HOUGHTON MIFFLIN COMPANY	Each	\$2,366.52	Allowed
Total:						\$2,366.52	

Continue Shopping Update Cart Checkout

HOW TO CREATE A PO FOR TEXTBOOKS/SOFTWARE CONTINUED...

(17) Enter "Delivery Information." Be sure to fill in all required fields. **Items will be delivered to the location entered.**

(18) Enter "Invoice Information."

- Location: NYC Department of Education
- Attention: Office of Payable Operations
- Telephone: 718-935-2850
- Address: 65 Court Street
- Room 1502
- City/State/Zip: Brooklyn, NY 11201

Note: 1. Do not put the school information here or vendors will send your school the invoice instead of DOE.
 2. Due to COVID-19, Inform vendors that invoices traditionally mailed to the DOE Accounts Payable office at 65 Court Street, should be emailed to the Accounts Payables inbox, AccountsPayables@schools.nyc.gov.
 3. Vendors are to name the attachment and indicate the following on the subject line of the email: "Vendor Name, PO Number, and Invoice Number."

(19) Click "Next."

(20) Review and confirm all information before submitting.

(21) Click "Process Order."

Pre-Enc #	Dst	QkCd	Obj	Locn	Actv	Reporting Code	Amount Charged
1.	N/A	84	004404	0337	X		\$ 2,366.52

Item Details						
Item #	Description	Qty	Net Price	Total Amt.	Account Charged	
1.	901802107 Fountas & Pinnell Leveled Literacy Intervention: (Blue) Grade 2: Little Book Package(4 Complete Sets of 120 Colored Little Books)	1	\$2,366.52	\$ 2,366.52	84 002129 0337 X704 U6A1	
				Total Order Amount: \$ 2,366.52		

Delivery Information		Invoice Information	
Location:		Location:	NYC Department of Education
Attention:	Your schools information here.	Attention:	Office of Payable Operations
Telephone:		Telephone:	(718)935-2850
Address:		Address:	65 Court Street, 1502
City/State/Zip:		City/State/Zip:	Brooklyn, NY 11201
Special Inst:			
Receive By:			

The order(s) will be sent electronically once approved.

The purchase order is valid after the FAMIS Approver logs into FAMIS and approves the purchase order.

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(22) Be sure to take note of the WR (document) number to reference in the future. Print the completed PO and keep on record. Also, if you are working with a vendor, be sure that they are referring the PO number in the invoice and for any follow-up with the DOE.

(23) The Approver must now log into FAMIS and approve the purchase order.

HOW TO CREATE A PO FOR LIBRARY

This section is applicable only for purchasing **Library Books with object code 338** through the [Non-List Application on FAMIS](#). This process starts by reaching out to the vendors below with a list of desired Library items, and selecting one to work with. Each vendor has a slightly different process to allow for browsing items, creating item lists, and sending quotes. Please note, different classes of contracts cover different bindings. Contract classes cannot be combined in one order and all books ordered must include shelf-ready processing.

Library Vendors:

	Vendor Number	Class A: Publisher Bound Books	Class B: Pre-Bound Books	Class C: Book Subscription Services	Class D: A/V & Media (DVDs, Books on CD, etc.)	Class E: Foreign Language
Bound to Stay Bound	BOU007000		B2172BB			
Children's Plus	CHI067000	B2172CA	B2172CB			B2172CE
Follett	ECO004000	B2172FA		B2172FC	B2172FD	B2172FE
Junior Library Guild	JUN028000			B2172JC		
Lectorum	LEC005000					B2172LE
Mackin	MAC059000	B2172MA	B2172MB	B2172MC	B2172MD	B2172ME
Permabound	PER04800	B2172PA			B2172PD	

Note: Ebooks are not permitted under object code 338

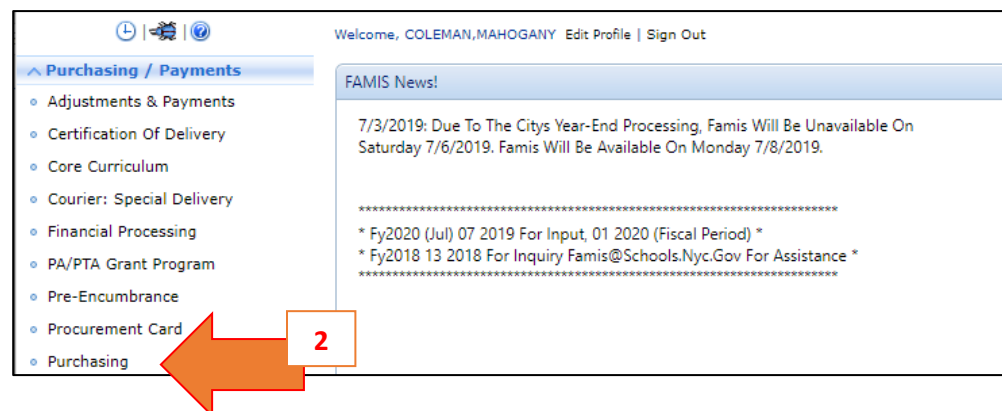
Here are some helpful tips when working with Library Vendors:

- Notify vendors upfront that you are purchasing through the DOE FAMIS systems to ensure that you are receiving DOE prices and ordering items under the DOE contract.
- The Quote should reference the DOE contract number. You will need this when creating a purchase order in FAMIS.
- **Once you have chosen a vendor, finalized prices, items, total amounts due, the initiator logs into FAMIS**

Steps for Creating a Library PO:

(1) Once you have chosen a vendor, finalized prices, items, total amounts due, the initiator logs into [FAMIS](#).

(2) On the left side of the screen, click on purchasing.



HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(3) Click “Contracted” and Select “Non-List.”

Purchasing Setup

Options

- Options
 - Contracted
 - E-Catalog
 - Non-List**
 - Professional Services
 - Listing Applications
 - Non-Contracted
 - Change Notice

Welcome to the Purchasing application.

This section allows the purchasing secretary to process shopping lists created by users at their school (through the SHOPDOE catalog).

(4) Enter the vendor number and click “Retrieve Vendor Information.”

(5) Select the appropriate contract number, provided by the vendor.

(6) Click “Next.”

Purchasing: Non-List Contract

Vendor Information

Vendor Number: JUN028000 01

Vendor: MT. LIBRARY SERVICES, INC.

Attn: ANGELA MARTIN-DAVIS Address: 7858 INDUSTRIAL PKWY

City: PLAIN CITY State: OH Zip: 43064

Phone: Fax: (800) 95585231 Toll Free: (800) 743-4070

Discount Terms: None

Contract #: B2172JC - NonList

Selected Contract Information

Title District(s) End Date

Contract Type:

Next

HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(7) Enter the Invoice Address Information. **Do not enter the school address.**

Location: NYC Department of Education
Attention: Office of Payable Operations
Telephone: 718-935-2850

Address: 65 Court Street
Room: 1502
City/State/Zip: Brooklyn, NY 11201

(8) Click “Next.”

**Do NOT put the school's address as the invoice address.
It may delay or prevent payment.**

[Select Invoice Address]
Required:

Location Name: NYC DOE Payables **7**

Attention: Payable Operations

Address: 65 Court Street

City: Brooklyn

Telephone: (718)935-2850

Room #: 1502

State: NY

Zip: 11201

<<< BACK NEXT >>> **8**

VENDOR INVOICE TO DELIVER TO ACCOUNT DETAILS ITEM DETAILS

(9) On the next screen, complete the Delivery Address Information—this should be your school's information. Click “Next.”

(10) Now enter the accounting line information:

- District code will be pre-populated – 84
- Choose the correct object code for what you are purchasing – 0338
- Location code should be pre-populated with your borough and school number
- Enter the 4-digit activity code. School specific activity codes for 2020-21 can be found [here](#).
- Enter Start Date and End Date : 7/1/2020, 6/30/2021

(11) Click “Retrieve Balance.”

Add Spending Account Line

Fiscal Year: 2013

Pre Encumbrance Suffix

☐ Retrieve Balance

District Code	Quick Code	Object Code	Location Code	Activity Code	Start Date	End Date	Balance
84		0338 10			07/01/2012	06/30/2013	\$5,475.00

Please enter the amount you would like to apply to this accounting line: \$0.00 **12**

11 Retrieve Balance

13 Add Accounting Line Close

HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(12) Amount to Apply to this Accounting Line: type in the amount of your order with this vendor. Note that this must be less than the current balance for this object code.

(13) Click “Add Accounting Line.” You will see a table appear in the background with this information.

(14) If you have transferred software or textbook funds to library AND your purchase total is more than your balance with this activity code, you must now AGAIN press “Add Accounting Line” and repeat steps 10 through 13 with the other activity code. For example:

A school has an initial balance of \$5,000 in Library funds and then decides to move \$3,000 from Textbook to Library. Next, the school decides to create a PO for Library for \$6,000. After adding the accounting line with the initial Library balance, you will need to repeat this process to add the SECOND accounting line, which has a different activity code. The result will be an additional account line appearing.

(15) Click “Close “ and the line or lines added should be reflected.

(16) Click “Next”

(17) Complete “Item Details” section.

- Item # – NA
- Item Description – Type “See Attached” List
- Unit of Measure – Each
- Quantity – 1
- Net Price – Input the amount of your order
- Click “Recalculate.”
- Check the box “I have a printed list of items

Item Details

Item #	Description	Unit of Measure	Quantity	Net Price	Item Amount
NA	SEE ATTACHED LIST	EACH	1	\$ 5,000.00	\$ 5,000.00

The do not exceed amount is: \$5,000.00.

☒ I have a printed list of items.

Recalculate

Total Item Amount
\$ 5,000.00

Any additional information:

<<< BACK *** ADD LINE NEXT >

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VENDOR | INVOICE TO | DELIVER TO | ACCOUNT DETAILS | ITEM DETAILS

(18) Click “Next.”

HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(19) Confirm all the details on the “Order Summary” page.

(20) Click “complete purchase order” and this will create the purchase order, and return a “WR” document number. Take note of this number.

Order Summary

Vendor Information: Vendor Name: BAKER & TAYLOR INC., Contract Number: 7209041, Phone: (800) 775-1100, City: COMMERCE, State: GA, Fax: (800) 775-1100. Vendor Number: BAK013000, Attention: ORDER DEPARTMENT, Address: 251 MOUNT OLIVE CHURCH ROAD, Zip: 30599, Toll Free: (800) 775-7480.

Invoice Information: Invoice to: NYC DOE Payables, Address: 65 Court Street, Room #: 1502, City: Brooklyn, State: NY. Attention: Payable Operations, Phone #: (718)935-2850, Zip: 11201.

Delivery Information: Deliver To: [REDACTED], Address: 52 [REDACTED], City: NEW Y [REDACTED], Instructions: [REDACTED]. Attention: OPERATION, Phone #: (212)374-5419, Zip: 10007, Complete Delivery By: [REDACTED].

Accounting Information: Fiscal Year: 2013. Table with 10 columns: Det, Quick, Object, Pre-Encumbrance #, Location, Activity, Start Date, End Date, Amount. Row 1: 84, 002129, 0338, None, [REDACTED], [REDACTED], 07/01/2012, 06/30/2013, 5000. Total Accounting Amount: 5000.

Item Detail Information: I have a do not exceed amount equal to \$5,000.00. Table with 7 columns: Item #, Description, U/M, QTY, Price Per Unit, Amount. Row 1: 1, NA, SEE ATTACHED LIST, EACH, 1, \$ 5,000.00, \$ 5,000.00. Total Item Amount: \$ 0.00.

Additional Information: This order must be mailed to the vendor.

Buttons: <<< BACK, COMPLETE PURCHASE ORDER

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(21) The Approver must now sign in and approve the purchase order.

(22) **Submit Your Order to Vendor.** Please be sure to include your contact information, list, and FAMIS P.O. number on all correspondence. Vendors should be instructed to send invoices that reference the FAMIS purchase order number. **Inform vendors that invoices traditionally mailed to the DOE Accounts Payable office at 65 Court Street, must be emailed to the Accounts Payables inbox, AccountsPayables@schools.nyc.gov. Vendors are to name the attachment and indicate the following on the subject line of the email: “Vendor Name, PO Number, and Invoice Number.”**

Invoice Address:
 NYC Department of Education
 Office of Payable Operations
 65 Court Street, Room 1502
 Brooklyn, NY 11201

HOW TO APPROVE A PO

After a purchase order is created by the Initiator, the Approver must sign into FAMIS to approve the purchase order.

(1) From the home page, click on “Awaiting My Approval.”

Another option is to select “Approval Box” from among the “Approval” dropdown options.

1

Approval

My Documents

Posted	1
Pending Approval	0
Failed	0
Rejected	0

Approval

Awaiting My Approval	11
Pending Work Orders	0
Internal PD Requests	0
TRAC	3299

Certification of Delivery

Paid But Uncertified	0
Payment Pending Certification	0
Total Uncertified PO's	0

(2) Once in the Approval Box, find the purchase order you have to approve. Verify the Doc # and click on the checkbox.

(3) Then, go to the ACTION drop down Menu towards the top and click APPROVE.

(4) Enter your signature into the Signature field and click SIGN (do not hit ENTER on the keyboard, it will not approve the purchase order, you must click on SIGN).

(5) The purchase order will then get various levels of approval before posting.

(6) After the order has been approved, please print out copy of purchase order and contact/send to vendor. Contact the vendor directly for questions about delivery timeline.

(7) Please track ALL PO numbers pending for your school.

Approval Mailbox

Payments | **Approval** | Inquiry | Miscellaneous

Approval Mailbox

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link.

Download Excel Spreadsheet

Signature: [] Sign

District/Location: [] Documents: []

	Preview	Doc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track
<input checked="" type="checkbox"/>		DV130000145	54	209.94	DV	01	200	
<input type="checkbox"/>		IL122272019	54	35,800.00	IH	02	200	T2394
<input type="checkbox"/>		IL122272001	54	6,000.00	IH	03	200	T2394
<input type="checkbox"/>		IL122272002	54	2,970.00	IH	03	200	T2394
<input type="checkbox"/>		IL122272012	54	3,060.00	IH	03	200	T2394
<input type="checkbox"/>		IL122272017	54	1,200.00	IH	03	200	T2394
<input type="checkbox"/>		IL122272018	54	4,800.00	IH	03	200	T2394

HOW AND WHEN TO CERTIFY A PO

EACH Purchase Order that your school created in FAMIS needs to be certified 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.**

(1) Log into FAMIS and click "Inquiry."

(2) Then, Click "Document Inquiry."

(3) Enter your FAMIS PO number (starts with "WR") and click "Inquire."

(4) Click "Certify Document."

It's important to Certify POs as soon as the books or software are received.

(5) Enter and Save the Certification Information.

- Choose "Received in Full", "Partially Received", or "Not Received." If partially received, you will be asked to fill in the quantity received.
- Enter the date the materials were received and the name of who examined the materials. **Press "Save."**
- Note:** If you purchased curricular materials using NYSTL funding in a particular school year, those items should be received and certified by June 30th of that school year. Failure to certify your order per the instructions above may result in vendors being paid from your future NYSTL allocation.

Document #	Fiscal Year	Change Notice	Encumbered Amount	Balance	Rec. Amount	Prior Rec. Report	Receiving Indicator
WR2236423	2012	None	\$2,721.64	\$0.00	\$0.00	None	Received in Full

Item #	Description	U/M	Qty Ordered	Prior QTY Received	New Qty Received	Net Price	Amount Ordered	Amount Received
022841385	MACMILLAN/MCGRAW-HILL SCIENCE A CLOSER LOOK GRADE 5 STUDENT EDITION	EACH	25	0	25	\$58.74	\$1,468.50	\$1,468.50
022840753	MACMILLAN/MCGRAW-HILL SCIENCE A CLOSER LOOK BUILDING SKILLS READING AND WRI	EACH	1	0	1	\$3.31	\$3.31	\$3.31
022840133	MACMILLAN/MCGRAW-HILL SCIENCE A CLOSER LOOK BUILDING SKILLS ACTIVITY LAB BO	EACH	1	0	1	\$3.31	\$3.31	\$3.31
901380083	SCIENCE A CLOSER LOOK - SPANISH - PUPIL EDITION - GRADE 5	EACH	22	0	22	\$56.66	\$1,246.52	\$1,246.52
Number Of Item(s):	4					\$122.02	\$2,721.64	\$2,721.64

Comments and feedback (maximum 800 characters)

Received Date: [] Examined By: []

Back To Document Inquiry Save

HOW TO FIND/PRINT A PO

- (1) Log into FAMIS.
- (2) Click "Inquiry."
- (3) Click "Document Inquiry."
- (4) Enter FAMIS PO #
- (5) Click "Inquire."
- (6) Click the printer icon.

HOW TO SEARCH FOR OPEN POS

- (1) Log into FAMIS and click "Open Documents Inquiry" from the "Inquiry" tab.
- (2) Verify the time period.
- (3) Enter 84 as the district and Quick Code "004404," and select the correct "Location."
- (4) Verify that the "G/L Account" line indicates "Encumbrances."
- (5) Click "Retrieve."

Transaction	Doc #	Vendor Name	Contract#	Dst	QK Code	Obj	Loc	Actv	Payments	Balance
▼	WO2000029 01	FUEL EDUCATION LL		84	004404	0337			\$0.00	\$3,100.00
▼	WO2000035 01	HOUGHTON MIFFLIN		84	004404	0337			\$0.00	\$2,871.65
▼	WO2000215 01	GL GROUP, INC.		84	004404	0337			\$0.00	\$382.22

HOW TO EDIT A PO

- (1) Log into FAMIS.
- (2) Click “Purchasing”
- (3) Click “Change Notice” under the “Non-Contracted” Options
- (4) Enter the PO# and click “Retrieve.”
- (5) Proceed to the “Item Details” page and click “Next.”
- (6) Click “Edit”, adjust quantity, click “Calculate Total”, and then click “Next”
- (7) Click “Update”
- (8) Now you are on the “Add Spending Account Line” window. Click “Retrieve Balance”
- (9) Click “Update Accounting Line” and then “Close”
- (10) Click “Next”
- (11) The summary page will appear. Review and select “Post Document”

Items on Original Order

Next	Last	Item #	Description	Unit Of Measure	Quantity	Net Price Per Unit	Item Amount	Status
Delete	Edit	WS101589	TEACHER GUIDE BOOK C	EACH	2	\$5.45	\$10.90	
Delete	Edit	WS101581	MAKING PREDICTIONS GR 3	EACH	10	\$3.60	\$36.00	
Remember to notify the vendor of any changes immediately!								
Delete	Edit	WS101459	TEACHER GUIDE BOOK E	EACH	2	\$5.45	\$10.90	
Delete	Edit	WS101441	COMPARING AND CONTRASTING GR	EACH	20	\$3.60	\$72.00	
Delete	Edit	WS101439	TEACHER GUIDE BOOK C	EACH	2	\$5.45	\$10.90	
Delete	Edit	WS101451	COMPARING AND CONTRASTING GR	EACH	30	\$3.60	\$108.00	
Delete	Edit	WS101449	TEACHER GUIDE BOOK D	EACH	2	\$5.45	\$10.90	
Delete	Edit	WS101501	DRAWING CONCLUSIONS GR 5	EACH	30	\$3.60	\$108.00	
							Total	\$2,037.42

Revised, New, or Deleted Items and Amounts

Add New Item

Previous Next

Accounting Detail Entry

Fiscal Year: 2020 Order Amount: (\$30.58)

Pre Encumbrance	District Code	Quick Code	Object Code	Location Code	Activity Code	Balance (\$)	Amount (\$)	Type
date	84	004404	0337			\$382.22	\$0.00	DEC
Total						\$0.00		

ADD NEW ACCOUNT LINE

Previous Next

Add Spending Account Line

Fiscal Year: 2020

Pre Encumbrance ☐ Suffix

District Code	Quick Code	Object Code	Location Code	Activity Code	Balance
84	004404	0337	X		382.22

Please enter the amount you would like to apply to this accounting line: \$ ☐ INC ☒ DEC