

# Personal Computing Services FAMIS Screen

The PCS Plan selection can be found in the Purchasing/Payments drop down, in the FAMIS screen below:

NYC Department of Education

Mayor's Office | DOE | DOE Email | Personnel Directory

Welcome, SYSTEM ADMINISTRATOR (J DAWSON) Edit Profile | Sign Out

**Purchasing / Payments**

- Adjustments & Payments
- Asian Library Ordering
- Cert. Of Delivery
- Core Curriculum
- Consultant Approval
- Courier: Special Delivery
- Financial Processing
- M. S. Intervention Order
- Mtac
- Non-List Requisition
- PA/PTA Grant Program
- Pre-Encumbrance
- Procurement Card
- Purchasing
- Report Card Ordering
- SIPP
- Wilson Ordering
- Voucher
- Core Admin
- Pcs: Plan Selection
- Mtac Viewer
- Fuel Invoice Master
- Sipp Reissue

**FAMIS News!**

\*\*\*Famis News\*\*\*

6/20: Due To City Maintenance, Documents Submitted Or Approved After 6:00 Pm Friday, 6/22 Will Appear In Document Status As: Document Sent To City. Error-Free Transactions Will Process Once The City's System Resumes Monday Morning.

6/15: Purchasing Card (P Card) Spending Terminates At 4:00 Pm On 6/22/2012. 6/05: Please Continue To Certify Delivery.

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\* Fy2012 (Jun) 06 2012 For Input, 12 2012 (Fiscal Period) For Inquiry \*  
\* Fy2011 13 2011 For Inquiry Famis@Schools.Nyc.Gov For Assistance \*  
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Please Click On The Broadcast Message On The Left Side For Detail Broadcast Message

**My Documents**

My Documents	Approval
Posted	2
Pending Approval	0
Failed	2
Rejected	0

Approval

- Awaiting
- Pending
- Internal
- Pending TRAC

Once in FAMIS, the principal or purchasing secretary will see all program selections and pricing side by side. Pricing is based on each school's asset count of covered equipment. Schools should be able to simply click on the program they want, and follow the system prompts. Client Services (718-935-5000) can help schools that have any questions about FAMIS, and the school's CFN budget person should be able to help if there are questions about Galaxy.