

REVISION HISTORY:**DIRECTIVE #24 – AGENCY PURCHASING CONTROLS FOR CERTAIN NON-PROCUREMENT TRANSACTIONS PROCESSED THROUGH THE CITY OF NEW YORK’S FINANCIAL MANAGEMENT SYSTEM**

Release	Summary of Changes
02/08/22	<ul style="list-style-type: none">• Title change to specify “...non-procurement transactions processed through the City’s FMS”.• Supersedes CM #1-01, CM #14-01, and CM 15-01. All three CMs were consolidated into the updated Directive #24.• Updated uses of PON1 and PRM1 from CM #15-01.• Refers to related links, including <i>FISA Applications Portal</i> and <i>InfoAvantage</i>.• Updated P-card section.
04/01/15 (CM #15-01)	<ul style="list-style-type: none">• Reinforced the limitations regarding the permissible uses of the PON1 and PRM1 Financial Management System (FMS) Documents.
9/11/13 (CM #14-01)	<ul style="list-style-type: none">• Updated CM #01-01.
6/22/01 (CM #01-01)	<ul style="list-style-type: none">• Provided guidelines for use of P-cards.
04/15/04	<ul style="list-style-type: none">• Supersedes Directive #25 – <i>Guidelines for the Use and Submission of Miscellaneous Vouchers</i>.• Supersedes CM #91-03 – <i>Instructions for the Use and Preparation of the Agency Encumbrance</i>.• Further clarified the various FMS Documents and details the appropriate uses for each.
Initial Release	<ul style="list-style-type: none">• Established requirements on the use of FMS by City agencies in the purchasing process, including required documentation and the various reporting features. It also provides accounting and internal control requirements related to City agency purchasing transactions.