



The Following Article
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NEW LOOK TO STANDARD OPERATING PROCEDURES ON-LINE CHAPTERS

The Standard Operating Procedures (SOP) section of the Division of Financial Operations' (DFO's) website has taken on a new look. DFO has completed the process of converting all of the SOP chapters from PDF to HTML. The end user will derive the following benefits from this conversion:

- The retrieval of an SOP chapter will be immediate. No longer will you have to wait a long period of time for a file to download to your computer.
- The ability to print an entire chapter or a section of it has been built into the system.
- A search feature is included, which will provide easy navigation to an area of interest both within the entire section of the SOP web page, or a particular chapter.

You may access the SOP webpage by clicking on DFO's homepage at:

<http://schools.nyc.gov/Offices/DFO/default.htm>
(Click on Standard Operating Procedures – left side of page)

Please direct any questions regarding this new site to:

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