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**New Carrier for Payroll, Inter-Office Mail, CSE, and Special Deliveries**

As of this week, Deluxe Delivery Systems is the mail and payroll carrier for the DOE. Please click on the following URL:

<http://www.nycenet.edu/NR/rdonlyres/536F1D0C-2A4E-43BC-A1CA-34D9142D0655/0/ddscalendar.pdf>

to access updated schedules for inter-office mail, payroll delivery and Committee on Special Education (CSE) delivery dates. The payroll schedule will remain the same. Click this URL:

<http://www.nycenet.edu/Offices/DFO/BusinessOperations/MostPopularClicks/maildistrib.htm> to access current inter-office mail, CSE, special delivery, and payroll distribution procedures. Inter-office mail will be picked up and delivered on Mondays and Wednesdays. CSE deliveries will be picked up on Tuesdays from all locations for Wednesday delivery, and on Thursdays for Friday delivery. The schedule for payroll delivery will continue unchanged. Same-day deliveries will be discontinued. Special delivery requests will no longer be placed via phone or fax; Deluxe Delivery Systems will accept special delivery requests only through an order application available on the FAMIS Portal. This user-friendly process will ensure that all orders are filled accurately and delivered on time. Instructions about navigating the application and placing an order through the FAMIS Portal may be retrieved by clicking on this URL: <http://nycenet.edu/opm/opm/portalnews/portalnews.html>

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