



**THE FOLLOWING ARTICLE PUBLISHED BY THE  
DIVISION OF FINANCIAL OPERATIONS (DFO) APPEARED IN THE  
JULY 12, 2005  
EDITION OF THE “PRINCIPAL’S WEEKLY NEWSLETTER”**

## **REVISION TO SOPM CHAPTER ON INVENTORY**

Principals and other school based personnel are advised of the issuance of a revised/updated chapter (July 2005) to the Standard Operating Procedures (SOP) on “Inventory.” This update supersedes all existing chapters on this topic. Regional Operations Center Directors, Regional Superintendents, and Central Office Supervisors were also advised of the issuance of this chapter via a memorandum dated July 11, 2005 issued by Mr. Vincent A. Giordano, Executive Director, Division of Financial Operations.

The Division of Financial Operations (DFO) will no longer issue hard copies of SOPM updates, but instead will place chapter revisions on its website so that staff may download and print the chapter for placement into the existing manual or refer to it online as needed.

The Executive Director’s memorandum “Issuance of Revised Standard Operating Procedures Chapter – Inventory” is available online at:

<http://www.nycenet.edu/NR/ronlyres/D4D74215-EC02-4904-8C57-C23EE303589D/0/SOPMemo.pdf>

The revised “Inventory” SOP chapter is available online at:

<http://www.nycenet.edu/NR/ronlyres/A043AAF1-A439-4D7E-BB63-C46F7FDA7DEB/0/sopminventory.pdf>

Finally, all SOP chapters may be reviewed online by visiting DFO’s website at: <http://www.nycenet.edu/Offices/DFO/default.htm> > click on “Organization” > click on “SOPM” >

Howard Sheikowitz  
718-935-2662  
[HSheiko@nycboe.net](mailto:HSheiko@nycboe.net)