



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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FINAL ORDERING PERIOD FOR ADMINISTRATIVE FORMS IN 2005-2006 SCHOOL YEAR

December 1-28 is the final ordering period for administrative forms for the 2005-2006 school year. During this period, all administrative forms will be activated in the Fastrack ordering system. All orders submitted and authorized via Fastrack through December 28 will be scheduled for delivery to schools directly from the contracted vendors in February. Since forms are no longer warehoused centrally, schools and offices need to anticipate their requirements and order sufficient quantities to meet their needs for the rest of the school year. The next administrative forms ordering period will occur in June; these orders will be delivered in September.

Please click on the following link to view a comprehensive list of all available forms and updated pricing information in the Fastrack catalog.

<http://www.fastrackcatalog.com/catalog/Find.asp?com=118>

In the interim, the Division of Financial Operations (DFO) has arranged to make a limited supply of the most widely ordered forms available for fast delivery to meet emergency needs of schools.

Please click on the following site to view the list of the available forms.

<http://www.nycenet.edu/NR/rdonlyres/7706D99B-6D17-444F-8AA2-001FFFBD515/0/adminemergencyforms.pdf>

Schools wishing to order small quantities of these forms from this limited supply should contact DFO's Special Projects Unit (see below) and provide a quick code, location code, district code, and activity code so that the orders can be charged accordingly.

Finally, DFO has compiled an online "Electronic Forms Catalog" to provide schools with on-demand access to many forms. Schools can print the forms they require and complete them manually, or complete individual forms online prior to printing. Please click on the following site to view the catalog.

<http://dfoforms.nycenet.edu/forms/>

For additional information, contact DFO's Special Projects Unit at (718) 935-3304 or hfein@nycboe.net.