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## **INVENTORY REMINDER**

**April 15, 2006** is the final day for all schools and sites to perform the annual physical inventory of all equipment, textbooks, computer software and educational and administrative supplies stored in large quantities and to update the school’s/site’s inventory records. You may also remove at this time (discard or transfer to another DOE site or outside entity) obsolete equipment.

Details regarding the actual inventory count, the electronic forwarding of the “Annual Inventory Statement” and the electronic completion of the “Disposition of Obsolete Equipment Form” may be found in the Standard Operating Procedures (SOP) chapter on “Inventory”, which can be accessed by clicking on the following site:

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

Please direct any questions regarding the Annual Inventory and the Disposition of Obsolete Equipment to your respective ROC

or

Howard Sheikowitz – 718-935-2662  
Hsheiko@nycboe.net