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**CERTIFICATION OF DELIVERY**

Timeliness of payment for merchandise ordered and received is crucial for DOE operations and auditing requirements. Timely payment benefits schools as well. By paying quickly, we receive discounts thereby saving money, which is ultimately re-directed to our schools and children.

To accomplish more timely payment for goods and services, DFO has automated the certification of delivery process by designing a function in the FAMIS portal that provides the schools with on-line functionality to review open purchase orders and process invoice adjustments based upon the receipt and review of ordered goods. In addition, this user-friendly system enables site supervisors (or his/her designees); ROC personnel and central office administrators to monitor and improve accuracy of payment in a quick and efficient manner.

In addition, it is our expectation that this new function should improve internal controls, including compliance with the DOE Standard Operating Procedures. Moreover, this on-line functionality will ensure that goods are received, examined, and accurately paid.

DFO has prepared a short guide to walk-through this new process of on-line certification of delivery. Please click on this URL to access this guide:

<http://www.nycenet.edu/NR/rdonlyres/0BA93FB1-8859-422B-9093-344964B31B59/0/userguidecertification.pdf>

If you do have any questions regarding Certification of Delivery or the new FAMIS Portal application, please contact:

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