



The Division of Financial Operations
Has Published the Following Article in the
March 8, 2011
Edition of
The Principal's Weekly Newsletter



Updated: Ordering Period for Administrative Forms

The final ordering period for administrative forms for the 2010-11 school year is now open and will run **through April 1, 2011**. All orders placed during this period will be delivered by mid **May, 2011**. Please be sure to order any required quantities of intermediate/middle school diplomas and student employment certificates (working papers) during this ordering period to ensure receipt prior to school closing.

You may also access many forms online. For additional information, contact the Division of Financial Operations' Special Projects Unit at (718) 935-3304 or specialprojects@schools.nyc.gov.