



The Division of Financial Operations  
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## **Ordering Period for Administrative Forms**

*All schools / Deadline: December 23*

The third ordering period for administrative forms for the 2011-12 school year runs from November 28 through **December 23**. All orders placed in [FAMIS](#) during this period will be delivered by the end of February 2012. Small quantities (less than the minimum \$50 order in FAMIS) of some administrative forms may be reprinted directly from the [administrative forms catalog](#).

For questions, contact the Finance Service Center at [Clientservices@schools.nyc.gov](mailto:Clientservices@schools.nyc.gov) or 718-935-4444.