



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



Ordering Period for Administrative Forms Update: Deadline Extended

All schools / Deadline: January 6

The third ordering period for [administrative forms](#) for the 2011-12 school year has been extended from December 23 to **January 6**. All orders placed in [FAMIS](#) during this period will be delivered by the first week of March. Small quantities (less than the minimum \$50 order in FAMIS) of some administrative forms may be reprinted directly from the administrative forms catalog, which is always available.

For questions, contact the Finance Service Center at Clientservices@schools.nyc.gov or 718-935-4444.¹

¹ See entire article for additional information regarding student emergency contact cards
<http://intranet.nycboe.net/NR/ronlyres/5CAFC051-9CFD-4604-8F53-60A8822E33B9/0/PW20111220.doc>