



The Division of Financial Operations  
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## Automated Reminders to Certify Receipt of School Orders

### *All schools*

Online certification in [FAMIS](#) that your school has satisfactorily received services is required to release payments from central.<sup>1</sup> Beginning **February 6**, school staff who have not certified the delivery of contracted and non-contracted orders (WR & WO documents) in FAMIS<sup>2</sup> will receive email reminders with order details from [eskerplatform@famis.nycenet.edu](mailto:eskerplatform@famis.nycenet.edu) every other Monday. Please alert your school secretary and AP for administration.

For questions, contact your network procurement liaison.

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<sup>1</sup> Certification of the delivery of goods and services in FAMIS Portal is included in the [Principal's Compliance Checklist](#)

<sup>2</sup> See [Certification of Delivery User Guide](#)