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REVISED ORDERING PERIOD FOR ADMINISTRATIVE FORMS

Due to the temporary suspension of all school encumbrances during the Development of School Budget Reduction Proposals, the third ordering period for administrative forms for the 2008-09 school year will now be **from November 24 through December 22, 2008**. All orders placed during this period will be delivered by the end of February 2009. The next ordering period will begin in **March, 2009**.

You can access many forms online at <http://dfoforms.nycenet.edu/forms>. For additional information, contact the Division of Financial Operations' special projects unit at (718) 935-3304 or specialprojects@schools.nyc.gov.