



The **DIVISION OF FINANCIAL OPERATIONS**  
Has Published the Following Article  
Which Appears in the  
**December 1, 2009**  
Edition of the Principal's Weekly Newsletter



### **FAMIS Portal Downtime (12/18/09 – 1/3/10)**

Pursuant to a citywide initiative to upgrade the City's accounting system, all FAMIS Portal financial processing (such as purchase orders, SIPP payments to vendors and SIPP reimbursements to parents, students and employees, etc.) will be suspended from Friday, December 18, 2009 through Sunday, January 3, 2010.

During the integration period:

- Galaxy and all payroll systems will not be affected;
- Financial transactions that are not approved by close of business Thursday, December 17, will not post to the City's and FAMIS systems and will remain in the FAMIS approval box;
- FAMIS will be available for inquiry purposes only

Approvals and full system functionality will be enabled when FAMIS Portal resumes after the winter recess on January 4, 2010.

Reminders will be provided in a future edition of the Principals' Weekly and on the FAMIS Portal broadcast screen. If you have any questions please contact your ISC or CFN.