



The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article
Which Appears in the

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Edition of the Principal's Weekly Newsletter



Order Period for Administrative Forms

All schools: March 1-March 26, 2010

The final ordering period for administrative forms for the 2009-10 school year will run **from Monday, March 1 through Friday, March 26, 2010**. All orders placed during this period will be delivered by mid **May 2010**. The new ordering period for SY 2010-2011 will begin in **June 2010**.

Please be sure to order any required quantities of ***Intermediate/Middle School diplomas*** and ***Student Employment Certificates (working papers)*** during this upcoming ordering period to ensure receipt prior to school closing.

You can access many forms online at <http://dfoforms.nycenet.edu/forms>. For additional information, contact the DFSBO's Special Projects unit at (718) 935-3304 or specialprojects@schools.nyc.gov.