



The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article

Which Appears in the

March 2, 2010

Edition of the Principal's Weekly Newsletter



Refunds for Extended Use

“Due to the conversion to Financial Management System 3 (FMS 3) there are changes in the way the DOE processes refunds to individuals or organizations that use our schools for extended use purposes. In order for any refund to be issued, the payee will need to complete a [W-9 Form](#) and submit it to the Comptroller's Office by fax or mail as indicated on the bottom of the [W-9](#) page.

Further details regarding the [Extended Use of School Buildings](#) may be found in our [Standard Operating Procedures \(SOP\)](#). Please note that this chapter will be removed and replaced by [Chancellor's Regulation D-180](#), which will be released shortly. You may view the [“Public Comment” draft of this regulation](#) here.