



The Division of Financial Operations
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Standardized Request for Payables Information

To streamline payable operations, facilitate the flow of information in one simple step, and save school support staff time, effective May 24, 2010, Accounts Payable will request information needed to complete payment by using a standard request letter. [Click here](#) to view a copy of this letter so you may aware of what to expect.

Please provide feedback to Sherry Hawn, Administrator, Office of Payables Operations, at 718-935-4215.