



The Division of Financial Operations
Has Published the Following Article in the
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The Principal's Weekly Newsletter



Ordering Period for Administrative Forms
All schools: March 1 through March 31, 2011.

The final ordering period for administrative forms for the 2010-11 school year will run from **March 1 through March 31, 2011**. All orders placed during this period will be delivered by **May, 2011**. 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](#). For additional information, contact the Division of Financial Operations' Special Projects Unit at (718) 935-3304 or specialprojects@schools.nyc.gov.