



The Division of Financial Operations
Has Published the Following Article in the
March 1, 2011
Edition of
The Principal's Weekly Newsletter



FY 2011 Close Deadlines

Please be informed of the FY 2011 Close Deadlines, all of which are fast approaching:

March 25, 2011

- Final day to place and approve all furniture, Dell/Apple computer and computer security device orders for FY11.
- Final day for submission of non-contract bid requests to DCP (not to exceed \$100K)

April 4 to April 29, 2011

- Core Curriculum ordering period for the 2011-12 school year. Orders will be delivered in the summer, from mid July-early August 2011.

April 8, 2011

- Last day to purchase **DOE Internal Services** using **Obj. 998**

April 15, 2011

- FY11 PORTAL and FAMIS Encumbering processing ceases.
- Last day for OTPS pre-encumbrances and encumbrances (both Reimbursable and Tax Levy).
- Last day for Internal Service providers to encumber internal service credits.
- Last day for FY11 P-Card encumbrance increases.
- Last day for Consultant Approval Notices greater than \$5,000 to Central Business Office.

NOTE: These transactions will close down at 6:00 PM in FAMIS

Please click below to view the entire calendar –
[SCHOOL KEY END DATES FOR FISCAL YEAR 2011](#)
Here you will find a complete listing of all deadline dates.

You may also find the complete calendar in the "What's New" section of
DFO's website located at:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/default.htm>

Click on: "
What's New" – Left Side
"More"
"School Key End Dates for FY 2011"

For additional information, contact your Children First Network