



The Following Article
Published by the
DIVISION OF FINANCIAL OPERATIONS
Appeared in the **OCTOBER 24, 2006**
Edition of the Principal's Weekly Newsletter

Third Ordering Period for Administrative Forms
For 2006-2007 School Year

The third ordering period for administrative forms required for the 2006-07 school year will be open **November 1, 2006** through **November 30, 2006**. All orders placed during this period will be delivered by **February 1, 2007**.

As a reminder, you must now order administrative forms through the FAMIS Portal E-Catalog since FASTRACK has been deactivated. It is important to anticipate your school's needs as the next FAMIS Ordering period for these administrative forms will not be for several months.

You may gain instant access to many forms through the Division of Financial Operations' on-line electronic administrative forms catalog. From this catalog, schools will be able to print many forms that they require and then complete them, or complete individual forms online prior to printing. Please click on the following site to view our catalog: <http://dfoforms.nycenet.edu/forms/>

For additional information, contact the DFO, Special Project Unit at (718) 935-3304 or e-mail: specialprojects@schools.nyc.gov.