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REVISION TO SOPM CHAPTER ON INVENTORY

This article is intended to advise principals and other school based personnel of the issuance of a revised chapter to the Department of Education's Standard Operating Procedures (SOP) on "**Inventory**" dated January 2006. Regional Operations Center Directors, Regional Superintendents, SPYFSS Directors and Central Office Directors/Supervisors were also advised of the issuance of this chapter via an e-mail.

This update supersedes all existing chapters on this topic.

The Division of Financial Operations (DFO), who is responsible for the distribution of SOP chapters, will no longer issue hardcopies, but instead will place the revised chapter onto its website so that staff may download and print the chapter for placement into the existing manual or refer to it online as needed.

You may access the cover memorandum for this chapter (# 1-06), the entire chapter or other SOP chapters by visiting the website of (DFO) at:

<http://www.nycenet.edu/Offices/DFO/default.htm>

and clicking on "SOPM" (left side of page). You may go directly to the chapter and cover memo # 1-06 by clicking on the following site:

<http://www.nycenet.edu/Offices/DFO/SOP/SOPChapters/inventory.htm>

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