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Deadline to Order Administrative Forms

The fourth ordering period for administrative forms required for the 2006-07 school year runs from **March 1 through March 31**. All orders placed during this period will be delivered by May 31. As a reminder, you must now order Employment Certificate Forms for this summer. The next ordering period will not be until June for a September delivery for the new school year.

For instant access to many forms in the Division of Financial Operations' (DFO) electronic forms catalog, visit the following website:
<http://dfoforms.nycenet.edu/forms/>. There you can print any blank forms you require or complete individual forms online prior to printing.

For additional information, contact DFO's Special Projects Unit at (718) 935-3304 or E-mail to specialprojects@schools.nyc.gov.