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INTEROFFICE MAIL, CSE, SPECIAL DELIVERIES & PAYROLL DISTRIBUTION PROCEDURES AND CALENDAR FOR SCHOOL YEAR 2006-2007

Deluxe Delivery Systems (DDS) is the carrier vendor who has the responsibilities for delivery of interoffice mail, special education and special "on – demand" requests for deliveries between schools and offices within the Department of Education as well as the distribution of payroll.

The new schedules and procedures have been updated to reflect the new school year calendar and may be accessed on the Division of Financial Operations (DFO) website by on the following link:

<http://schools.nyc.gov/Offices/DFO/BusinessOperations/MostPopularClicks/maildistrib.htm>

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