



This introductory section to the Department of Education's Standard Operating Procedures (SOP) has been divided into three (3) sections:

[Welcome](#)

[Current Chapters](#)

[Recent Changes](#)

You may go directly to the respective section by simply clicking on the title above.



WELCOME

A major initiative of The **D**ivision of **F**inancial **O**perations (DFO) is to work with field and central offices to update and revise existing **S**tandard **O**perating **P**rocedures (**SOP**), as well as adding new titles reflecting current practices and policies established by the **D**epartment **o**f **E**ducation (DOE). It is a requirement that schools and other DOE facilities implement all regulations contained in the SOP for the purpose of enhancing both the instructional and/or administrative programs at their respective sites.

[ACCESSING SOP VOLUMES](#)

As new chapters are introduced or existing ones revised, they will be placed on DFO's website. Staff may download and print the respective chapter placing it into the original **S**tandard **O**perating **P**rocedures **M**anual (**SOPM**) or any suitable 3-ring binder. Of course, you may simply refer to the chapter online.

[NOTIFICATION WHEN NEW/REVISED CHAPTER ARE WRITTEN](#)

DFO will place an article into the "Principal's Weekly Newsletter" advising the field that a new chapter has been added or a current chapter revised to DOE's Standard Operating Procedures (SOPs).

[FORMS AND EXHIBITS](#)

All newly designed, updated or revised Forms and Exhibits incorporated into these SOP chapters/topics may be downloaded from DFO's website by [clicking here](#). You may now print and distribute these forms as needed.

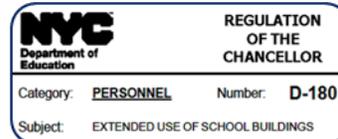


CURRENT CHAPTERS

Click Title to Access Chapter

[Extended Use of School Buildings](#)

The Standard Operating Procedures (SOP) chapter on "[Extended Use of School Buildings](#)" has been replaced by



Click above graphic to access
CR D-180

[General School Funds and Cash Transactions](#)

[Inventory](#)

[OTPS Purchases](#)

PDF Format

[Important Note - Procurement Policy and Procedures Manual](#)

The section of the NYS Education Law regarding mayoral control of the schools was renewed and amended during the summer of 2009. The amended law included, among other things, a requirement that most of DOE's contracts be approved by the Panel for Educational Policy (PEP), as well as certain changes to our current policies and procedures. In order to comply with the new requirements, the DOE drafted a new [Procurement Policy and Procedures Manual](#). This manual has been approved by the Panel. It updates certain procurement-related sections of the SOP-OTPS to technically meet the new requirements of the law. Omitted from the Procurement Policy and Procedures are sections from the SOP-OTPS that did not pertain to procurement. You may access this Procurement Policy and Procedures by clicking on the following link:

[Payroll Check Security and Distribution](#)

[Travel and Conferences](#)

PDF Format

[Utilization of Consultants](#)

[Wireless Communications](#)

[Go Back to Welcome Page](#)



RECENT CHANGES

As changes are made to an SOP chapter or a new chapter is introduced, we will indicate that in this section.

APRIL 2011

Although no new chapters or revisions to existing chapters have been included this month, we are in the process of making radical changes in the formatting of each chapter.

The present HTML formatting of each chapter will be replaced by PDF formatting. This is being done in response to the field who has asked that an easier, more user-friendly format be introduced. With PDF, the reader will be able to navigate the chapter with ease since each section has been Bookmarked and hyperlinked to the Table of Contents. The printing of a single page or the entire chapter can be done with a single click of the keyboard, and lastly, a search feature will allow the reader to easily find a key word or phrase in the chapter.

We are confident you will like this new formatting.

[Go Back to Welcome Page](#)