



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

STANDARD OPERATING PROCEDURES MEMORANDUM – NO. 3-06

DATE: May 8, 2006

TO: Regional Superintendents
Regional Operations Center Directors
Central Headquarters – Heads of Offices
Central Headquarters – Directors
Central Headquarters - Executive Directors
SPYFSS Directors
Principals (via "The Principal's Weekly Newsletter")

FROM: Vincent A. Giordano, Executive Director

SUBJECT: **Issuance of Revised Standard Operating Procedures Chapter on**
Utilization of Consultants

The purpose of this memorandum is to advise you of a revision to the **STANDARD OPERATING PROCEDURES (SOP)** chapter on "**UTILIZATION OF CONSULTANTS.**"

The Division of Financial Operations (DFO), who has the responsibility for the distribution of our SOPs, no longer forwards hardcopies to the field. Instead, as new chapters are introduced or existing ones revised, they will be placed on the DFO website located at:

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

You may view all SOP chapters by clicking on "Standard Operating Procedures (SOP) > Respective Chapter.

Staff may either download and print any available chapter and place it into their existing manual for future reference, or simply refer to the chapter online.

You may go directly to the revised SOP chapter by clicking on the following link:

<http://www.nycenet.edu/NR/rdonlyres/8D72B47A-A875-4831-8688-8A12D698E1C3/0/sopconsultchapter.pdf>

Principals will be advised of the issuance of this revised chapter via an article in the May 9, 2006 edition of the "Principal's Weekly Newsletter."

Complete details regarding procedures for securing individual professional consultants may be found in a memorandum from Lawrence Becker, Senior Deputy Executive Director, Division of Human Resources dated May 19, 2005. You may access this memorandum by clicking on the following site:

<http://www.nycenet.edu/dfo/pdf/sopm/sopgoodtemps.pdf>.

Highlights of Chapter Changes

- Forms have been updated to reflect DOE logo and terminology. Also, schools/sites are encouraged to download these forms from DFO's website (where applicable) and duplicate as required.
- Language has been changed to reflect reorganization from BOE to DOE.

Chapter: Utilization of Consultants

Pages To Be Replaced			Pages to be Added		
Discard	Dated	Pages	Add	Dated	Pages
ENTIRE CHAPTER	June 2002	39	ENTIRE CHAPTER	May 2006	39

Inquiries regarding these procedures should be directed to:

The Division of Financial Operations
65 Court Street – Room 1802
Brooklyn, N.Y. 11201
Telephone: (718) 935-2662

or

The Division of Human Resources
65 Court Street – Room 709
Brooklyn, N.Y. 11201
Telephone: (718) 935-5622

VAG:hs

C: D. Ross
J. Wall
R. Carlo
A Goodrich