



The Following Article
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UPDATE TO SOP CHAPTER ON INVENTORY

The Division of Financial Operations (DFO) wishes to advise principals and other school based personnel of an update to the January 2006 Department of Education's **Standard Operating Procedures (SOPs)** chapter on **Inventory**

Regional Superintendents, Regional Operations Center Directors Central Headquarters – Heads of Offices/Directors/Executive Directors and SPYFSS Directors were also advised of the issuance of this chapter via an e-mail containing memorandum #1-07 (dated April 17, 2007) detailing the updates to the chapter.

DFO, who is responsible for the distribution of SOP chapters, will no longer issue hardcopies, but instead will place the updated or revised chapters 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 (# 1-07) and the entire chapter (with revisions) by clicking on the following link:

[Inventory Chapter](#)

(Click on Inventory on Right Side of Page)

Any questions regarding the issuance of this chapter may be directed to:

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