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## **INTEROFFICE MAIL**

Beginning the week of January 5, 2009, interoffice mail will be picked up and dropped off on the **same day** in all schools. This reduction in service is being implemented as a cost savings measure.

The revised interoffice mail pick-up/ delivery schedule will commence on Wednesday, January 7, 2009, continuing on each subsequent **Wednesday** unless there are payroll deliveries. In such cases, the day of the week will change. Please consult the interoffice mail calendar for the remainder of this school year. You may access an updated calendar on DFO's website at:

[http://schools.nyc.gov/Offices/DFO/BusinessOperations/KeyDocuments/InterofficeMailPayDistP  
roCal.htm](http://schools.nyc.gov/Offices/DFO/BusinessOperations/KeyDocuments/InterofficeMailPayDistP<br/>roCal.htm)