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**NEW SOP CHAPTER ON
PAYROLL CHECK SECURITY AND DISTRIBUTION**

The Division of Financial Operations (DFO) is pleased to announce the issuance of a revised chapter to the Department of Education's **Standard Operating Procedures (SOPs)** on "**Payroll Check Security and Distribution**" dated June 19, 2009. Chief Executives and Heads of Offices, ISC Executive Directors, and Superintendents were also advised of the issuance of this chapter via an e-mail containing SOP Memorandum #1-09 (dated June 19, 2009) detailing the specifics of the chapter.

This chapter supersedes all other regulations on this topic.

DFO, who is responsible for the distribution of SOP chapters, will no longer issue hardcopies, but instead will place the revised chapter 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 (# 1-09), the entire chapter or other SOP chapters by visiting DFO's website at: <http://schools.nyc.gov/Offices/DFO/default.htm>
Any questions regarding the issuance of this chapter may be directed to:

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