



The **DIVISION OF FINANCIAL OPERATIONS**  
Has Published the Following Article  
Which Appears in the  
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Edition of the Principal's Weekly Newsletter



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## **Second Administrative Form Ordering Period**

The second ordering period for administrative forms for the 2009-10 school year runs from **August 17 through September 18**. All orders placed during this period will be delivered by December 1. The next ordering period will begin in mid-November and run through mid-December.

You can access many forms online at <http://dfoforms.nycenet.edu/forms>. For additional information, contact the Division of Financial Operations' Special Projects Unit at (718) 935-3304 or [specialprojects@schools.nyc.gov](mailto:specialprojects@schools.nyc.gov).