



The Following Article  
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**Update:**  
**Revised SIPP Process**

In the January 23, 2007 edition of the "*Principal's Weekly Newsletter*", the Division of Financial Operations published an article regarding the "*Revised SIPP Process*." Several links alluded to in the article were not operational at the time of publication. Following are the links from the original article, all of which are **NOW** working. Sorry for any inconvenience.

**W-9 Form**

[http://schools.nyc.gov/NR/ronlyres/C24B3854-2E3F-499D-9F18-7DA5A851262E/0/Substitute\\_W9\\_Form.pdf](http://schools.nyc.gov/NR/ronlyres/C24B3854-2E3F-499D-9F18-7DA5A851262E/0/Substitute_W9_Form.pdf)

**W-9 Form Instructions**

[http://www.comptroller.nyc.gov/bureaus/acc/w9/Substitute\\_W9\\_Instructions.pdf](http://www.comptroller.nyc.gov/bureaus/acc/w9/Substitute_W9_Instructions.pdf)

**Note:** In addition to the W-9 form, vendors **may be required** to complete the Division of Contracts & Purchasing "*Non-Contracted Vendor Add Form*." This form may be accessed by clicking on the URL below.

<http://schools.nyc.gov/NR/ronlyres/5B45CF61-34AB-4407-8ABE-4B0D36CC8E66/12303/SchoolFormNew.doc>

**Sample Screens of Revised SIPP Process**

<http://schools.nyc.gov/NR/ronlyres/5CDBA97E-E7AD-4E33-AD47-B92581399A90/0/Screenprints.pdf>

Please contact your ROC/ISC or Bureau of Finance, attention Connie O'Keefe at 718-935-2930 if you have any questions.