



DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

Louis P. Benevento, Executive Director
Division of Financial Operations

CONTRACT REGISTRATION PACKAGE TRANSMITTAL

DATE: _____

TO: DFO/Office of Contracts: Attn: _____ (Contract Agent)

FROM: District: _____ Representative: _____ (Name/Phone)

VENDOR: _____

CONTRACT DESCRIPTION: [Large empty box for contract description]

VENDOR ID: _____ Contract #: _____

TAX ID: _____ FMS # _____

TYPE: Not to Exceed (N) [] Report to the Board (R) [] Estimate Amount (E) []

RFP# _____ Exception to Bidding# _____ Comp Grant# _____

- Full Value Contract
Requirement Contract
Board wide [] Limited []
The attached registration package includes ALL related documentation available for DFO to complete registration
Proceed Notice
Pre-Encumbrance Form
2 Copies of signed executed contract
Affidavit (No change)
Affirmation & W9
Vendex (If required)
Late Letter (If required)
Renewal (please provide with last years number) _____

COMMENTS:
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Received by: for:
Date:.....

Prepared by: