



The Following Article

Published by:

**The Division of Financial Operations**

Appeared in the

**APRIL 7, 2009**

**Edition of the Principal's Weekly Newsletter**



## **FY09 Close Deadlines**

FY09 Close Deadlines are fast approaching. April 8th is the last day for the following FY09 actions:

- Last day to purchase DOE Internal Services (Obj. 998) (including Professional Development, facilities improvement projects, etc.)
- Last day for OTPS pre-encumbrances and encumbrances (both Reimbursable and Tax Levy). Pre-encumbrances can only be in Object Codes 685 & 689.
- Last day for FY09 P-Card encumbrance increases. NOTE: (These transactions will close down at 6PM in FAMIS), Consultant Approval Notices greater than \$5,000 to Central Business Office.

Please view the entire listing of deadline dates, which can be viewed on the Fiscal Year 2009 Year End Close Calendar (click here:

<http://schools.nyc.gov/NR/rdonlyres/C09A4FAF-1C96-4CBE-AD9E-6486657924F2/58305/FY09CloseCal.pdf>

For additional information, contact your Integrated Service Center or Children First Network.