



NEW YORK CITY PUBLIC SCHOOLS

DATE: November 21, 2024

CUSTODIAL CIRCULAR NO. 25.003A

NOTE: All Circulars are to be kept in a permanent file.

TO ALL CUSTODIAN ENGINEERS

Addendum to Circular 25.003, Purchasing

Please be advised that effective immediately, the process for submitting travel and reimbursable expenditures using the CV2 form has been reinstated. While the SIPP (Reimbursement & Small Item Payment Process) and TRAC (Travel Request Approval Certification) processes remain potential options for future use, custodian engineers must adhere to the CV2 submission schedule outlined below, ensuring all reimbursement claims are submitted by 10 AM on the provided dates.

FY 25 Submission Schedule for CV2 Forms

Sunday, June 30, 2024
Thursday, July 4, 2024
Thursday, August 1, 2024
Thursday, August 29, 2024
Thursday, September 26, 2024
Thursday, October 24, 2024
Thursday, November 21, 2024
Thursday, December 19, 2024
Thursday, January 16, 2025
Thursday, February 13, 2025
Thursday, March 13, 2025
Thursday, April 10, 2025
Thursday, May 8, 2025
Thursday, June 5, 2025
Monday, June 30, 2025