

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF FIELD OPERATIONS**

June 28, 2023

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 8 - 2022/23

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2023 YEAR-END ADJUSTMENTS

1. Travel and Reimbursable Expenditure Form (CV2)

The final reporting period will cover June 9 to June 30. This twenty-two day CV2 represents the final period for the Fiscal Year 2023. All FY 2023 reimbursable expenditures must be submitted by June 30, 2023.

The first CV2 for FY 2024 will cover the period of July 1 to July 6.

2. Space Sheets (PO67)

Space Sheets, if any, are to be submitted by June 30, 2023.

3. NYCSSS Payroll Submission

The last payroll submission for FY 2023 will cover the period from June 16 to June 29, 2023. Custodian engineers must submit payroll by 10 AM on Friday, June 30, 2023.

John T. Shea
Chief Executive Officer
Division of School Facilities