

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

June 27, 2023

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 7 – 2022/23

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2024 SUBMISSION SCHEDULE

Travel and Reimbursable Expenditure Forms (CV2) and Space Sheets (PO67) are to be submitted by the dates indicated below. NYCSSS payroll is to be submitted by 10:00 AM on the dates indicated below.

<u>PO 67 and CV2</u>		<u>Payroll Submission</u>
Thursday, June 15, 2023	PO67	Friday, June 16, 2023
Friday, June 30, 2023	CV2 and PO67	Friday, June 30, 2023
Thursday, July 6, 2023	CV2	Friday, July 14, 2023
Thursday, July 13, 2023	PO67	Friday, July 28, 2023
Thursday, August 3, 2023	CV2	Friday, August 11, 2023
Thursday, August 10, 2023	PO67	Friday, August 25, 2023
Thursday, August 31, 2023	CV2	Friday, September 8, 2023
Thursday, September 7, 2023	PO67	Friday, September 22, 2023
Thursday, September 28, 2023	CV2	Thursday, October 5, 2023
Thursday, October 5, 2023	PO67	Friday, October 20, 2023
Thursday, October 26, 2023	CV2	Friday, November 3, 2023
Thursday, November 2, 2023	PO67	Friday, November 17, 2023
Thursday, November 23, 2023	CV2	Friday, December 1, 2023
Thursday, November 30, 2023	PO67	Friday, December 15, 2023
Thursday, December 21, 2023	CV2	Thursday, December 28, 2023
Thursday, December 28, 2023	PO67	Thursday, January 11, 2024
Thursday, January 18, 2024	CV2	Friday, January 26, 2024
Thursday, January 25, 2024	PO67	Friday, February 9, 2024
Thursday, February 15, 2024	CV2	Friday, February 23, 2024
Thursday, February 22, 2024	PO67	Friday, March 8, 2024
Thursday, March 14, 2024	CV2	Friday, March 22, 2024
Thursday, March 21, 2024	PO67	Friday, April 5, 2024
Thursday, April 11, 2024	CV2	Friday, April 19, 2024
Thursday, April 18, 2024	PO67	Friday, May 3, 2024
Thursday, May 9, 2024	CV2	Friday, May 17, 2024
Thursday, May 16, 2024	PO67	Friday, May 31, 2024
Thursday, June 6, 2024	CV2	Thursday, June 13, 2024
Thursday, June 13, 2024	PO67	Friday, June 28, 2024

John T. Shea
Chief Executive Officer
Division of School Facilities