

NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES

December 15, 2005

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 – 2005/06

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

TO ALL CUSTODIAN ENGINEERS

**P.O. #2 YEAR-END GUIDELINES**

**TAKE CAREFUL NOTE AS THIS PROCEDURE WILL BE STRICTLY ENFORCED**

All Miscellaneous Expenditures must be paid for by December 31, 2005 if claiming in the year-end P.O. #2, i.e., December 31, 2005. If you pay for goods/supplies/services after December 31<sup>st</sup>, you must claim those expenses in the next year, i.e., January 2006 Miscellaneous Expenditure reporting period.

**SCHEDULE OF COMPENSATION REPORTS FOR 2006**

Compensation Reports (P.O. #1), Miscellaneous Expenditure Reports (P.O. #2 ), and Space Sheets (P.O. #67), are to be submitted as listed below:

**P A Y D A Y S**

Thursday	-	January	12, 2006	Submit P.O. #1, #2, and #67
"		January	26, 2006	
Thursday	-	February	9, 2006	Submit P.O. #1, #2, and #67
"		February	23, 2006	
Thursday	-	March	9, 2006	Submit P.O. #1, #2, and #67
"		March	23, 2006	
Thursday	-	April	6, 2006	Submit P.O. #1, #2, and #67
"		April	20, 2006	
Thursday	-	May	4, 2006	Submit P.O. #1, #2, and #67
"		May	18, 2006	
Thursday	-	June	1, 2006	Submit P.O. #1, #2, and #67
"		June	15, 2006	
"		June	29, 2006	Submit P.O. #1, #2, and #67
Thursday	-	July	13, 2006	
"		July	27, 2006	Submit P.O. #1, #2, and #67
Thursday	-	August	10, 2006	
"		August	24, 2006	Submit P.O. #1, #2, and #67
Thursday	-	September	7, 2006	
"		September	21, 2006	Submit P.O. #1, #2, and #67
Thursday	-	October	5, 2006	
"		October	19, 2006	Submit P.O. #1, #2, and #67
Thursday	-	November	2, 2006	
"		November	16, 2006	Submit P.O. #1, #2, and #67
"		November	30, 2006	
Thursday	-	December	14, 2006	Submit P.O. #1, #2, and #67
"		December	28, 2006	

*James F. Lonergan*  
*Executive Director*  
*Division of School Facilities*