

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

December 15, 2004

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 - 2004/05

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, 2004 if claiming in the year-end P.O. #2, i.e., December 31, 2004. If you pay for goods/supplies/services after December 31st, you must claim that expense in the next year, i.e., January 2005 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2005

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	13, 2005	Submit P.O. #1, #2, and #67
"		January	27, 2005	
Thursday	-	February	10, 2005	Submit P.O. #1, #2, and #67
"		February	24, 2005	
Thursday	-	March	10, 2005	Submit P.O. #1, #2, and #67
"		March	24, 2005	
Thursday	-	April	7, 2005	Submit P.O. #1, #2, and #67
"		April	21, 2005	
Thursday	-	May	5, 2005	Submit P.O. #1, #2, and #67
"		May	19, 2005	
Thursday	-	June	2, 2005	Submit P.O. #1, #2, and #67
"		June	16, 2005	
"		June	30, 2005	Submit P.O. #1, #2, and #67
Thursday	-	July	14, 2005	
"		July	28, 2005	Submit P.O. #1, #2, and #67
Thursday	-	August	11, 2005	
"		August	25, 2005	Submit P.O. #1, #2, and #67
Thursday	-	September	8, 2005	
"		September	22, 2005	Submit P.O. #1, #2, and #67
Thursday	-	October	6, 2005	
"		October	20, 2005	Submit P.O. #1, #2, and #67
Thursday	-	November	3, 2005	
"		November	17, 2005	Submit P.O. #1, #2, and #67
Thursday	-	December	1, 2005	
"		December	15, 2005	Submit P.O. #1, #2, and #67
"		December	29, 2005	

NOTE: P.O. #1's FOR THE PAY PERIOD ENDING DECEMBER 16, 2004 MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY MONDAY, DECEMBER 20, 2004. THE P.O. #1 FOR THE PERIOD FROM DECEMBER 17 TO DECEMBER 30, 2004, MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, BY JANUARY 4, 2005. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF W-2 FORMS. THE "ONE DAY" P.O. #1 FOR DECEMBER 31, 2004, AND THE P.O. #1 FOR DECEMBER 31, 2004 TO JANUARY 13, 2005 CAN BOTH BE MAILED TO 65 COURT STREET. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2004 MUST BE HAND DELIVERED TO YOUR DEPUTY REGIONAL MANAGER ON PAYDAY JANUARY 13, 2005.

James F. Lonergan
Executive Director
Division of School Facilities