

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

December 17, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 – 2003/04

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

TO 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, 2003 if claiming in the year-end P.O. #2, i.e., December 31, 2003. If you pay for goods/supplies/services after December 31<sup>st</sup>, you must claim that expense in the next year, i.e., January 2004 Miscellaneous Expenditure reporting period.

**SCHEDULE OF COMPENSATION REPORTS FOR 2004**

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	1, 2004	(See Special Note Below)
"		January	15, 2004	Submit P.O. #1, #2, and #67
"		January	29, 2004	
Thursday	-	February	12, 2004	Submit P.O. #1, #2, and #67
"		February	26, 2004	
Thursday	-	March	11, 2004	Submit P.O. #1, #2, and #67
"		March	25, 2004	
Thursday	-	April	8, 2004	Submit P.O. #1, #2, and #67
"		April	22, 2004	
Thursday	-	May	6, 2004	Submit P.O. #1, #2, and #67
"		May	20, 2004	
Thursday	-	June	3, 2004	Submit P.O. #1, #2, and #67
"		June	17, 2004	
Thursday	-	July	1, 2004	Submit P.O. #1, #2, and #67
"		July	15, 2004	
"		July	29, 2004	Submit P.O. #1, #2, and #67
Thursday	-	August	12, 2004	
"		August	26, 2004	Submit P.O. #1, #2, and #67
Thursday	-	September	9, 2004	
"		September	23, 2004	Submit P.O. #1, #2, and #67
Thursday	-	October	7, 2004	
"		October	21, 2004	Submit P.O. #1, #2, and #67
Thursday	-	November	4, 2004	
"		November	18, 2004	Submit P.O. #1, #2, and #67
Thursday	-	December	2, 2004	
"		December	16, 2004	Submit P.O. #1, #2, and #67
"		December	30, 2004	

**SPECIAL NOTE:** DUE TO THE LEGAL HOLIDAY ON THURSDAY, JANUARY 1, 2004, JP MORGAN CHASE BANK WILL NOT BE ABLE TO DEPOSIT DEPARTMENT OF EDUCATION CHECKS INTO CUSTODIAN ACCOUNTS UNTIL FRIDAY, JANUARY 2, 2004. CUSTODIAN ENGINEERS SHOULD ACT ACCORDINGLY WHEN PREPARING THEIR EMPLOYEES PAYCHECKS.

**NOTE:** P.O. #1 FOR THE PAY PERIOD ENDING DECEMBER 18, 2003 MUST BE HAND DELIVERED TO 65 COURT STREET, BROOKLYN, ROOM 1003, ON MONDAY, DECEMBER 22, 2003. THIS IS NECESSARY TO ENSURE THE TIMELY DELIVERY OF THE W-2 FORMS. FOR THE PAY PERIOD ENDING DECEMBER 31, 2003, P.O. #1's FOR THE LAST THIRTEEN (13) DAYS OF 2003, MUST BE HAND DELIVERED TO 65 COURT STREET, ROOM 1003, BROOKLYN, ON MONDAY, JANUARY 5, 2004. P.O. #2's FOR THE PERIOD ENDING DECEMBER 31, 2003 MUST BE HAND DELIVERED TO YOUR DEPUTY REGIONAL MANAGER ON PAYDAY JANUARY 15, 2004.

James F. Lonergan  
Senior Director  
Office of Building Services

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