

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

June 29, 2021

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2020/21

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2022 SUBMISSION SCHEDULE

Miscellaneous Expenditure Report (CV2) and Space Sheets (PO67) are to be submitted by dates indicated left column below. Payroll must be submitted by 10:00 AM on the dates indicated in the right column below.

<u>PO 67 and CV2</u>	<u>Payroll Submission</u>
Thursday, June 17, 2021	PO67
Wednesday, June 30, 2021	CV2 and PO67
Thursday, July 8, 2021	CV2
Thursday, July 15, 2021	PO67
Thursday, August 5, 2021	CV2
Thursday, August 12, 2021	PO67
Thursday, September 2, 2021	CV2
Thursday, September 9, 2021	PO67
Thursday, September 30, 2021	CV2
Thursday, October 7, 2021	PO67
Thursday, October 28, 2021	CV2
Thursday, November 4, 2021	PO67
Thursday, November 25, 2021	CV2
Thursday, December 2, 2021	PO67
Thursday, December 23, 2021	CV2
Thursday, December 30, 2021	PO67
Thursday, January 20, 2022	CV2
Thursday, January 27, 2022	PO67
Thursday, February 17, 2022	CV2
Thursday, February 24, 2022	PO67
Thursday, March 17, 2022	CV2
Thursday, March 24, 2022	PO67
Thursday, April 14, 2022	CV2
Thursday, April 21, 2022	PO67
Thursday, May 12, 2022	CV2
Thursday, May 19, 2022	PO67
Thursday, June 9, 2022	CV2
Thursday, June 16, 2022	PO67
	Friday, June 18, 2021
	Thursday, July 1, 2021
	Friday, July 16, 2021
	Friday, July 30, 2021
	Friday, August 13, 2021
	Friday, August 27, 2021
	Friday, September 10, 2021
	Friday, September 24, 2021
	Friday, October 8, 2021
	Friday, October 22, 2021
	Friday, November 5, 2021
	Friday, November 19, 2021
	Friday, December 3, 2021
	Friday, December 17, 2021
	Thursday, December 30, 2021
	Friday, January 14, 2022
	Friday, January 28, 2022
	Friday, February 11, 2022
	Friday, February 25, 2022
	Friday, March 11, 2022
	Friday, March 25, 2022
	Friday, April 8, 2022
	Friday, April 22, 2022
	Friday, May 6, 2022
	Friday, May 20, 2022
	Friday, June 3, 2022
	Friday, June 17, 2022
	Thursday, June 30, 2022

John T. Shea
Chief Executive Officer
Division of School Facilities