

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

June 29, 2020

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 - 2019/20

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

TO ALL CUSTODIAN ENGINEERS

FY 2020 YEAR-END ADJUSTMENTS

1. Miscellaneous Reimbursement Form (CV2)

The final reporting period will cover June 12 to June 30. This nineteen-day CV2 will represent the final period for the Fiscal Year 2020. All FY 2020 miscellaneous expenditures must be submitted by June 30, 2020. If you purchase materials/supplies after June 30, you must claim those expenses in the next fiscal year.

The first CV2 for FY 2021 will cover July 1 to July 9.

2. Space Sheets (PO67)

Space Sheets, if any, are to be submitted by June 30.

3. NYCSSS/ADP Payroll Submission

The first payroll submission for FY 2021 will cover the period from June 22 to July 3, 2021. Submit your payroll by 5 PM on Wednesday, July 1 and note that the period from June 22 to June 30, 2020 will be funded through your FY 2020 budget.

John T. Shea
Chief Executive Officer
Division of School Facilities