

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

June 27, 2019

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2018/19**

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

**TO ALL CUSTODIAN ENGINEERS**

**FY 2019 YEAR-END ADJUSTMENTS**

**1. Miscellaneous Expenditure Reports (PO2)**

The final report will cover June 14 to June 30. This seventeen day PO2 will represent the final period for Fiscal Year 2019. All FY 2019 miscellaneous expenditures must be submitted by June 30th, 2019. If you purchase materials/supplies after June 30th, you must claim those expenses in the next fiscal year.

The first PO2 for FY 2020 will cover July 1st to July 11th.

**2. Space Sheets (PO67)**

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

**3. NYCSSS/ADP Payroll Submission**

The first payroll submission for FY 2020 will cover the period from June 21 to July 4, 2019. Submit your payroll by 5 PM on Tuesday, July 2<sup>nd</sup> and note that the period from June 21 to June 30, 2019 will be funded through your FY 2019 budget.

*John T. Shea*  
*Chief Executive Officer*  
*Division of School Facilities*