

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF FIELD OPERATIONS**

June 29, 2022

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 9 – 2021/22

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

TO ALL CUSTODIAN ENGINEERS

**FISCAL YEAR 2023 SUBMISSION SCHEDULE**

Travel and Reimbursable Expenditure Forms (CV2) and Space Sheets (PO67) are to be submitted by dates indicated below. NYCSSS payroll is to be submitted by 10:00 AM on the dates indicated below.

<u>PO 67 and CV2</u>		<u>NYCSSS payroll submission</u>
Thursday, June 16, 2022	PO67	Friday, June 17, 2022
Thursday, June 30, 2022	CV2 and PO67	Thursday, June 30, 2022
Thursday, July 7, 2022	CV2	Friday, July 15, 2022
Thursday, July 14, 2022	PO67	Friday, July 29, 2022
Thursday, August 4, 2022	CV2	Friday, August 12, 2022
Thursday, August 11, 2022	PO67	Friday, August 26, 2022
Thursday, September 1, 2022	CV2	Friday, September 9, 2022
Thursday, September 8, 2022	PO67	Friday, September 23, 2022
Thursday, September 29, 2022	CV2	Thursday, October 6, 2022
Thursday, October 6, 2022	PO67	Friday, October 21, 2022
Thursday, October 27, 2022	CV2	Friday, November 4, 2022
Thursday, November 3, 2022	PO67	Friday, November 18, 2022
Thursday, November 24, 2022	CV2	Friday, December 2, 2022
Thursday, December 1, 2022	PO67	Friday, December 16, 2022
Thursday, December 22, 2022	CV2	Thursday, December 29, 2022
Thursday, December 29, 2022	PO67	Thursday, January 12, 2023
Thursday, January 19, 2023	CV2	Friday, January 27, 2023
Thursday, January 26, 2023	PO67	Friday, February 10, 2023
Thursday, February 16, 2023	CV2	Friday, February 24, 2023
Thursday, February 23, 2023	PO67	Friday, March 10, 2023
Thursday, March 16, 2023	CV2	Friday, March 24, 2023
Thursday, March 23, 2023	PO67	Wednesday, April 5, 2023
Thursday, April 13, 2023	CV2	Friday, April 21, 2023
Thursday, April 20, 2023	PO67	Friday, May 5, 2023
Thursday, May 11, 2023	CV2	Friday, May 19, 2023
Thursday, May 18, 2023	PO67	Friday, June 2, 2023
Thursday, June 8, 2023	CV2	Friday, June 16, 2023
Thursday, June 15, 2023	PO67	Friday, June 30, 2023

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