

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

June 28, 2018

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 - 2017/18

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

TO ALL CUSTODIAN ENGINEERS

**FY 2018 YEAR-END ADJUSTMENTS**

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

The final report will cover June 15<sup>th</sup> to June 30<sup>th</sup>. This sixteen day PO2 will represent the final period for Fiscal Year 2018. All FY 2018 miscellaneous expenditures **must** be submitted by June 30<sup>th</sup>, 2018. If you purchase materials/supplies after June 30<sup>th</sup>, you must claim those expenses in the next fiscal year.

The first PO2 for FY 2019 will cover July 1<sup>st</sup> to July 12<sup>th</sup>.

2. **Space Sheets (PO67)**

Space Sheets, if any, are to be submitted by June 30<sup>th</sup>

3. **NYCSSS/ADP Payroll Submission**

The first payroll submission for FY 2019 will cover the period from June 22<sup>nd</sup> to July 5<sup>th</sup>, 2018. Submit your payroll as you would normally do and note that the period from June 22<sup>st</sup> to June 30<sup>th</sup>, 2018 will be funded through your FY 2018 budget.

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