

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

June 27, 2017

OFFICE OF BUILDING SERVICES CIRCULAR NO. 8 – 2016/17

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2018 SUBMISSION SCHEDULE

Miscellaneous Expenditure Report (PO2), Space Sheets (PO67) and Payroll Submissions are to be submitted as indicated below.

Friday	- June	30,	2017	FY17 Year-End PO2 and PO67
Thursday	- July	6,	2017	Payroll Submission
	- July	13,	2017	PO2
"	- July	20,	2017	Payroll Submission and PO67
Thursday	- August	3,	2017	Payroll Submission
Thursday	- August	10,	2017	PO2
"	- August	17,	2017	Payroll Submission and PO67
Wednesday	- August	30,	2017	Payroll Submission
Thursday	- September	7,	2017	PO2
Thursday	- September	14,	2017	Payroll Submission and PO67
"	- September	28,	2017	Payroll Submission
Thursday	- October	5,	2017	PO2
Thursday	- October	12,	2017	Payroll Submission and PO67
"	- October	26,	2017	Payroll Submission
Thursday	- November	2,	2017	PO2
Thursday	- November	9,	2017	Payroll Submission and PO67
Wednesday	- November	22,	2017	Payroll Submission
Thursday	- November	30,	2017	PO2
Thursday	- December	7,	2017	Payroll Submission and PO67
Wednesday	- December	20,	2017	Payroll Submission
Thursday	- December	28,	2017	PO2
Thursday	- January	4,	2018	Payroll Submission and PO67
"	- January	18,	2018	Payroll Submission
Thursday	- January	25,	2018	PO2
Thursday	- February	1,	2018	Payroll Submission and PO67
Thursday	- February	15,	2018	Payroll Submission
Thursday	- February	22,	2018	PO2
Thursday	- March	1,	2018	Payroll Submission and PO67
"	- March	15,	2018	Payroll Submission
Thursday	- March	22,	2018	PO2
"	- March	29,	2018	Payroll Submission and PO67
Thursday	- April	12,	2018	Payroll Submission
Thursday	- April	19,	2018	PO2
"	- April	26,	2018	Payroll Submission and PO67
Thursday	- May	10,	2018	Payroll Submission
Thursday	- May	17,	2018	PO2
Wednesday	- May	23,	2018	Payroll Submission and PO67
Thursday	- June	7,	2018	Payroll Submission
Thursday	- June	14,	2018	PO2
"	- June	21,	2018	Payroll Submission and PO67

John T. Shea
Chief Executive Officer
Division of School Facilities