

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

November 30, 2016

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2016/17

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

TO ALL CUSTODIAN ENGINEERS

As part of the ongoing custodial operations transformation into the new system with New York City School Support Services (NYCSSS), the following information is being provided to guide you through the continuation of this process.

On December 1, 2016, your deputy director of facilities will provide you with a statement issued by Custodial Payroll, detailing the amount of helper's tax and the amount for reduced rate employees (noted as "PO1 Rate A" in the description field) that are owed back to the Department of Education. Note that checks to satisfy the helpers tax owed are to be written separately from checks to pay back the PO1 Rate A amounts for reduced rate employees. You are to write one check for the total amount of helpers tax owed as indicated on the statement. In the memo section of the check you are to indicate "Helpers Tax" and include the last four digits of your social security number. Additionally, you are to write one check for the total PO1 Rate A amounts for reduced rate employees as indicated on the statement. In the memo section of the check you are to indicate "PO1 Rate A" and include the last four digits of your social security number.

If your statement lists negative 113 adjustments, one check for the total amount owed is to be remitted. In the memo section of the check you are to indicate "113 Adjustment" and include the last four digits of your social security number. If your statement lists workers compensation adjustments, one check for the total amount owed is to be remitted. In the memo section of the check you are to indicate "Workers Comp Adjustment" and include the last four digits of your social security number. If your statement lists 202S adjustments, one check for the total amount owed is to be remitted. In the memo section of the check you are to indicate "202S Adjustment" and include the last four digits of your social security number.

Be advised that in each of the above cases, the amounts owed can change as a result of pending space sheets for periods up through 8/11/2016 being processed. In the event that were to occur, you would receive an updated check statement reflecting the revised amounts owed.

The statement will also list negative PO2 expenditures, e.g. home phone (HP), travel (TR), hardware (HW), etc. Do not submit payments for these amounts. This is for informational purposes only.

In addition to the above referenced information found on the statement, your deputy director of facilities will advise you if you owe emergency check recoupment to the Department of Education. If so, you are to remit one check for the entire amount. In the memo section of the check you are to indicate "Emergency Check Recoupment" and include the last four digits of your social security number.

In all of the above cases, checks are to be made payable to the NYC Department of Education and are to be issued to your deputy director of facilities on December 15, 2016, at your check stub distribution location. As a reminder, checks for the total amount representing helper's tax, reduced Rate A amounts, 202S, Workers Comp, 113 and emergency recoupment are to be written separately.

If you have not yet been audited by the NYS Insurance Fund (NYSIF), you are to contact them immediately to request your final audit. Any payments owed to NYSIF are to be issued to them. Any refunds issued to you are to be returned to the Department of Education utilizing the following procedure. Custodian engineers (CEs) are to make a copy of the refund check from NYSIF and then deposit that check into their Department of Education HSBC account. Once the check clears, you are to submit a check to the NYC Dept. of Education from your HSBC account, in the same amount as the NYSIF refund, and mail it to:

**New York City Department of Education
Office of Field Operations
44-36 Vernon Blvd., 5th Floor
Long Island City, NY 11101
Attention: Salvatore Calderone**

You must include a copy of the NYSIF refund check with this mailing and indicate “SIF Refund” in the memo section of the check you are submitting. Verification and confirmation of your submissions will be forwarded to the Office of the Auditor General (OAG) for reconciliation purposes.

Effective close of business December 9th, 2016, CEs are to stop utilizing their building allocation funds to order/purchase goods, supplies and services from any vendor. Be reminded that building allocation funds can only be applied and utilized in the building it was issued to. As an example, if you were assigned to K001 which had an excess and then you transferred to K002, those funds from K001 cannot be utilized at K002.

All goods, supplies and services procured from the date of this circular, utilizing your building allocation (PO2 Miscellaneous Expenditures) must be received and paid for by December 31, 2016. Please be conscious of this requirement when making future purchases which are allowable up until December 9, 2016.

CEs are responsible to follow-up with their vendors in order to ensure that any prior pending invoices are paid by December 31, 2016. CEs are also responsible to ensure that any pending credits due from vendors are issued back to your HSBC account by December 31, 2016.

Effective January 1st, 2017, custodian engineers are precluded from issuing checks from their Department of Education HSBC accounts unless otherwise directed to do so by this office.

The final Miscellaneous Expenditure Report (PO2) for calendar year 2016 will cover the period from December 2, 2016 to December 31, 2016. After this period, the PO2 will no longer be utilized for miscellaneous expenditures. Effective January 1, 2017, the PO2 will temporarily be utilized for SIPP reimbursements (e.g. travel, home phone, etc.) and is to continue to be submitted every twenty-eight days, until further notice. A separate circular will provide the schedule for future submissions.

Going forward, you will procure goods, supplies and services through “E Catalogue” a Department of Education purchasing portal. Details explaining this process will follow in the near future. Until “E Catalogue” is implemented, you are to continue to utilize SDI through the Custodial Supply Program, using only your supply allocation.

Space Sheets (PO67) are to continue to be submitted every twenty-eight days. A separate circular will provide the schedule for future PO67 submissions.

As you will be audited, it is imperative that you maintain copies of all HSBC statements, and canceled check images. The HSBC contract is scheduled to expire in the near future. Any statements/canceled check images requested after the expiration date may or may not be available with or without charge. If you are missing any check statements or images, you can visit HSBC.net and print them for your records. Statements over 180 days old will have to be requested through your local HSBC branch. Note that you could be charged for this service.

Additional information pertaining to the closing of your HSBC account will follow at a later date.

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

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