

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

December 3, 2015

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 – 2015/16

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

TO ALL CUSTODIAN ENGINEERS

**P.O. #2 YEAR-END GUIDELINES
TAKE CAREFUL NOTE AS THIS PROCEDURE WILL BE
STRICTLY ENFORCED**

All Miscellaneous Expenditures must be paid for by December 31, 2015 if claiming in the year-end P.O. #2, i.e., December 31, 2015. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2016 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2016

Compensation Reports (P.O. #1), Miscellaneous Expenditure Reports (P.O. #2), and Space Sheets (P.O. #67), are to be submitted as listed below:

P A Y D A Y S

Thursday	- January	14,	2016	Submit P.O. #1
“	- January	28,	2016	Submit P.O. #1, #2, and #67
Thursday	- February	11,	2016	Submit P.O. #1
“	- February	25,	2016	Submit P.O. #1, #2, and #67
Thursday	- March	10,	2016	Submit P.O. #1
“	- March	24,	2016	Submit P.O. #1, #2, and #67
Thursday	- April	7,	2016	Submit P.O. #1
“	- April	21,	2016	Submit P.O. #1, #2, and #67
Thursday	- May	5,	2016	Submit P.O. #1
“	- May	19,	2016	Submit P.O. #1, #2, and #67
Thursday	- June	2,	2016	Submit P.O. #1
“	- June	16,	2016	Submit P.O. #1, #2, and #67
“	- June	30,	2016	Submit P.O. #1
Thursday	- July	14,	2016	Submit P.O. #1, #2, and #67
“	- July	28,	2016	Submit P.O. #1
Thursday	- August	11,	2016	Submit P.O. #1, #2, and #67
“	- August	25,	2016	Submit P.O. #1
Thursday	- September	8,	2016	Submit P.O. #1, #2, and #67
“	- September	22,	2016	Submit P.O. #1
Thursday	- October	6,	2016	Submit P.O. #1, #2, and #67
“	- October	20,	2016	Submit P.O. #1
Thursday	- November	3,	2016	Submit P.O. #1, #2, and #67
“	- November	17,	2016	Submit P.O. #1
Thursday	- December	1,	2016	Submit P.O. #1, #2, and #67
“	- December	15,	2016	Submit P.O. #1

John T. Shea
Chief Executive Officer
Division of School Facilities

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