

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

December 8, 2011

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2011/12

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, 2011 if claiming in the year-end P.O. #2, i.e., December 31, 2011. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2012 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2012

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

<u>P A Y D A Y S</u>				
Thursday	- January	5,	2012	Submit P.O. #1, #2, and #67
"	January	19,	2012	Submit P.O. #1
Thursday	- February	2,	2012	Submit P.O. #1, #2, and #67
"	February	16,	2012	Submit P.O. #1
Thursday	- March	1,	2012	Submit P.O. #1, #2, and #67
"	March	15,	2012	Submit P.O. #1
"	March	29,	2012	Submit P.O. #1, #2, and #67
Thursday	- April	12,	2012	Submit P.O. #1
"	April	26,	2012	Submit P.O. #1, #2, and #67
Thursday	- May	10,	2012	Submit P.O. #1
"	May	24,	2012	Submit P.O. #1, #2, and #67
Thursday	- June	7,	2012	Submit P.O. #1
"	June	21,	2012	Submit P.O. #1, #2, and #67
Thursday	- July	5,	2012	Submit P.O. #1
"	July	19,	2012	Submit P.O. #1, #2, and #67
Thursday	- August	2,	2012	Submit P.O. #1
"	August	16,	2012	Submit P.O. #1, #2, and #67
"	August	30,	2012	Submit P.O. #1
Thursday	- September	13,	2012	Submit P.O. #1, #2, and #67
"	September	27,	2012	Submit P.O. #1
Thursday	- October	11,	2012	Submit P.O. #1, #2, and #67
"	October	25,	2012	Submit P.O. #1
Thursday	- November	8,	2012	Submit P.O. #1, #2, and #67
*Tuesday	November	20,	2012	Submit P.O. #1
Thursday	- December	6,	2012	Submit P.O. #1 and #67
"	December	20,	2012	Submit P.O. #1

*Tuesday's submission of P.O. #1 is necessary due to the Thanksgiving holiday.

John T. Shea
Chief Executive Officer
Division of School Facilities