



NEW YORK CITY PUBLIC SCHOOLS

June 25, 2025

CUSTODIAL CIRCULAR NO. 25.009

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2025 YEAR-END ADJUSTMENTS

1. Travel and Reimbursable Expenditure Form (CV2)

The final reporting period will cover June 5 to June 30. This 25-day CV2 period represents the last reporting window for **Fiscal Year 2025**. All FY 2025 reimbursable expenditures must be submitted by **June 30, 2025**.

The first CV2 for **FY 2026** will cover the period of **July 1 to July 3**.

2. Space Sheets (PO67)

Space Sheets, if any, are to be submitted by **June 30, 2025**.

3. NYCSSS Payroll Submission

The last payroll submission for FY 2025 will cover the period from **June 13 to June 26, 2025**. Custodian Engineers must submit payroll by **10:00 AM on Friday, June 27, 2025**.

The first payroll submission for FY 2026 will cover the period from **June 27 to July 10, 2025**. Custodian Engineers must submit payroll by **10:00 AM on Friday, July 11, 2025**.