



NEW YORK CITY PUBLIC SCHOOLS

June 25, 2025

CUSTODIAL CIRCULAR NO. 25.010

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2026 SUBMISSION SCHEDULE

Travel and Reimbursable Expenditure Forms (CV2) and Space Sheets (PO67) must be submitted by the indicated dates. NYCSSS payroll must be submitted by 10:00 AM on the indicated dates.

Payroll Submission Schedule

Friday, July 11, 2025
Friday, July 25, 2025
Friday, August 8, 2025
Friday, August 22, 2025
Friday, September 5, 2025
Friday, September 19, 2025
Friday, October 3, 2025
Friday, October 17, 2025
Friday, October 31, 2025
Friday, November 14, 2025
Wednesday, November 26, 2025
Friday, December 12, 2025
Friday, December 26, 2025
Friday, January 9, 2026
Friday, January 23, 2026
Friday, February 6, 2026
Thursday, February 19, 2026
Friday, March 6, 2026
Thursday, March 19, 2026
Thursday, April 2, 2026
Friday, April 17, 2026
Friday, May 1, 2026
Friday, May 15, 2026
Friday, May 29, 2026
Friday, June 12, 2026
Friday, June 26, 2026

CV2 Submission Schedule

Monday, June 30, 2025
Thursday, July 3, 2025
Thursday, July 31, 2025
Thursday, August 28, 2025
Thursday, September 25, 2025
Thursday, October 23, 2025
Thursday, November 20, 2025
Thursday, December 18, 2025
Thursday, January 15, 2026
Thursday, February 12, 2026
Thursday, March 12, 2026
Thursday, April 9, 2026
Thursday, May 7, 2026
Thursday, June 4, 2026
Tuesday, June 30, 2026

PO67 Submission Schedule

Monday, June 30, 2025
Thursday, July 10, 2025
Thursday, August 7, 2025
Thursday, September 4, 2025
Thursday, October 2, 2025
Thursday, October 30, 2025
Thursday, November 27, 2025
Thursday, December 25, 2025
Thursday, January 22, 2026
Thursday, February 19, 2026
Thursday, March 19, 2026
Thursday, April 16, 2026
Thursday, May 14, 2026
Thursday, June 11, 2026
Tuesday, June 30, 2026