

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

December 14, 2006

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 – 2006/07

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, 2006 if claiming in the year-end P.O. #2, i.e., December 31, 2006. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2007 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2007

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

P A Y D A Y S

Thursday	January	11, 2007	Submit P.O. #1, #2, and #67
"	January	25, 2007	
Thursday	February	8, 2007	Submit P.O. #1, #2, and #67
"	February	22, 2007	
Thursday	- March	8, 2007	Submit P.O. #1, #2, and #67
"	March	22, 2007	
Thursday	- April	5, 2007	Submit P.O. #1, #2, and #67
"	April	19, 2007	
Thursday	- May	3, 2007	Submit P.O. #1, #2, and #67
"	May	17, 2007	
"	May	31, 2007	Submit P.O. #1, #2, and #67
Thursday	- June	14, 2007	
"	June	28, 2007	Submit P.O. #1, #2, and #67
Thursday	- July	12, 2007	
"	July	26, 2007	Submit P.O. #1, #2, and #67
Thursday	- August	9, 2007	
"	August	23, 2007	Submit P.O. #1, #2, and #67
Thursday	- September	6, 2007	
"	September	20, 2007	Submit P.O. #1, #2, and #67
Thursday	- October	4, 2007	
"	October	18, 2007	Submit P.O. #1, #2, and #67
Thursday	- November	1, 2007	
"	November	15, 2007	Submit P.O. #1, #2, and #67
"	November	29, 2007	
Thursday	- December	13, 2007	Submit P.O. #1, #2, and #67
"	December	27, 2007	

James F. Lonergan
Executive Director
Division of School Facilities