

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

June 29, 2021

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 8 - 2020/21**

**NOTE: All Circulars are to be kept in a permanent file  
TO ALL CUSTODIAN ENGINEERS**

**FY 2021 YEAR-END ADJUSTMENTS**

**1. Miscellaneous Reimbursement Form (CV2)**

The final reporting period will cover June 11 to June 30. This twenty-day CV2 represents the final period for the Fiscal Year 2021. All FY 2021 miscellaneous expenditures must be submitted by June 30, 2021. If you purchase materials/supplies after June 30, 2021, you must claim those expenses in the next fiscal year.

The first CV2 for FY 2022 will cover the period of July 1 to July 8.

**2. Space Sheets (PO67)**

Space Sheets, if any, are to be submitted by June 30, 2021.

**3. NYCSSS Payroll Submission**

The first payroll submission for FY 2022 will cover the period from June 18 to July 1, 2021. Custodian engineers must submit payroll by 10 AM on Thursday July 1, 2021. The period from June 18 to June 30, 2021, will be funded through your building's FY 2021 allocation.

*John T. Shea*  
*Chief Executive Officer*  
*Division of School Facilities*