

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

June 29, 2020

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 – 2019/20

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

TO ALL CUSTODIAN ENGINEERS

**FISCAL YEAR 2021 SUBMISSION SCHEDULE**

Miscellaneous Reimbursement Form (CV2), Space Sheets (PO67) and Payroll Submissions are to be submitted by dates as indicated below.

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Tuesday	- June	30,	2020	FY20 Year-End CV2 and PO67
Wednesday	- July	1,	2020	Payroll Submission
Thursday	- July	9,	2020	CV2
Thursday	- July	16,	2020	Payroll Submission and PO67
Thursday	- July	30,	2020	Payroll Submission
Thursday	- August	6,	2020	CV2
Thursday	- August	13,	2020	Payroll Submission and PO67
Thursday	- August	27,	2020	Payroll Submission
Thursday	- September	3,	2020	CV2
Thursday	- September	10,	2020	Payroll Submission and PO67
Thursday	- September	24,	2020	Payroll Submission
Thursday	- October	1,	2020	CV2
Wednesday	- October	7,	2020	Payroll Submission and PO67
Thursday	- October	22,	2020	Payroll Submission
Thursday	- October	29,	2020	CV2
Thursday	- November	5,	2020	Payroll Submission and PO67
Thursday	- November	19,	2020	Payroll Submission
Thursday	- November	26,	2020	CV2
Thursday	- December	3,	2020	Payroll Submission and PO67
Thursday	- December	17,	2020	Payroll Submission
Thursday	- December	24,	2020	CV2
Wednesday	- December	30,	2020	Payroll Submission and PO67
Thursday	- January	14,	2021	Payroll Submission
Thursday	- January	21,	2021	CV2
Thursday	- January	28,	2021	Payroll Submission and PO67
Wednesday	- February	10,	2021	Payroll Submission
Thursday	- February	18,	2021	CV2
Thursday	- February	25,	2021	Payroll Submission and PO67
Thursday	- March	11,	2021	Payroll Submission
Thursday	- March	18,	2021	CV2
Thursday	- March	25,	2021	Payroll Submission and PO67
Thursday	- April	8,	2021	Payroll Submission
Thursday	- April	15,	2021	CV2
Thursday	- April	22,	2021	Payroll Submission and PO67
Thursday	- May	6,	2021	Payroll Submission
Thursday	- May	13,	2021	CV2
Thursday	- May	20,	2021	Payroll Submission and PO67
Thursday	- June	3,	2021	Payroll Submission
Thursday	- June	10,	2021	CV2
Thursday	- June	17,	2021	Payroll Submission and PO67

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