

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

June 27, 2017

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 - 2016/17

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

TO ALL CUSTODIAN ENGINEERS

2017 FISCAL YEAR END ADJUSTMENTS

a. **Miscellaneous Expenditure Reports (PO2)**

The final report will cover June 23rd to June 30th. This eight day PO2 will represent the final period for Fiscal Year 2017. All reimbursable expenditures **must** be submitted by June 30th, 2017 if claiming in Fiscal Year End 2017. Reimbursable expenditures after June 30th, must be claimed in the next fiscal year.

The first PO2 for Fiscal Year 2018 will cover July 1st to July 13th. Note that in the months ahead the PO2 form will be superseded by a new form. Details regarding the new form will be released at a future date.

b. **Space Sheets (PO67)**

Space Sheets, if any, are to be submitted on June 30th

c. **NYCSSS/ADP Payroll Submission**

The first payroll submission for FY18 will cover the period from June 23rd to July 6th, 2017. Submit your payroll as you would normally do and note that the period from June 23rd to June 30th, 2017 will be funded through your FY17 budget.

John T. Shea
Chief Executive Officer
Division of School Facilities