

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

April 13, 2022

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 - 2021/22

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

TO ALL CUSTODIAN ENGINEERS

Travel and Reimbursable Expenditure form CV-2

Pursuant to the 2016-2020 Collective Bargaining Agreement (CBA) between the Department of Education and Local 891, the miscellaneous expenditure form PO2 has been superseded by travel and reimbursable expenditure form CV-2. Note that historical PO2 data will continue to be available in the Custodial Payroll System (CPS).

Effective July 1, 2019, custodian engineers must utilize the electronic CV-2 form for all travel and reimbursable expenditures. The electronic CV-2 form is to be completed and submitted according to the applicable submission schedule for the corresponding fiscal year. For reference, attached is Circular No. 7 – 2020/21, *FY 22 Submission Schedule*.

Custodian engineers have the discretion to use personal funds to make purchases on an emergency basis or for items not available from other supply methods. These expenditures are not to exceed \$50.00 per occurrence. Additionally, the total amount of expenditures is not to exceed \$250.00 per assignment for the reporting period exclusive of travel and home phone reimbursement. As an example, a custodian engineer seeking reimbursement, who is assigned to a merged building assignment must submit one CV-2 for both buildings. The total amount of reimbursable expenditures for the CV-2 reporting period cannot exceed \$250.00. A custodian engineer assigned to a TC assignment who is seeking reimbursement must submit a separate CV-2 for expenditures incurred for that TC assignment. The total amount of reimbursable expenditures for the TC CV-2 reporting period cannot exceed \$250.00.

Expenditures are to be reported as soon as practical after the purchases have occurred, but not later than the reporting date of the next CV-2 as indicated on the most recent circular concerning the submission schedule.

The custodian engineer must provide a copy of an itemized receipt for each purchase to their deputy director of facilities (DDF). All purchases are subject to DDF review and approval. Once approved, the custodian engineer will be reimbursed by check, for the expenditures, within 30 days of the close of the next CV-2 period.

Home phone and travel will continue to be reimbursed as established by the parties in accordance with the applicable language of the Collective Bargaining Agreement (CBA) dated August 12, 2016 – July 31, 2020.

John T. Shea
Chief Executive Officer
Division of School Facilities

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

June 29, 2021

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2020/21

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TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2022 SUBMISSION SCHEDULE

Miscellaneous Expenditure Report (CV2) and Space Sheets (PO67) are to be submitted by dates indicated left column below. Payroll must be submitted by 10:00 AM on the dates indicated in the right column below.

<u>PO 67 and CV2</u>	<u>Payroll Submission</u>
Thursday, June 17, 2021	Friday, June 18, 2021
Wednesday, June 30, 2021	Thursday, July 1, 2021
Thursday, July 8, 2021	Friday, July 16, 2021
Thursday, July 15, 2021	Friday, July 30, 2021
Thursday, August 5, 2021	Friday, August 13, 2021
Thursday, August 12, 2021	Friday, August 27, 2021
Thursday, September 2, 2021	Friday, September 10, 2021
Thursday, September 9, 2021	Friday, September 24, 2021
Thursday, September 30, 2021	Friday, October 8, 2021
Thursday, October 7, 2021	Friday, October 22, 2021
Thursday, October 28, 2021	Friday, November 5, 2021
Thursday, November 4, 2021	Friday, November 19, 2021
Thursday, November 25, 2021	Friday, December 3, 2021
Thursday, December 2, 2021	Friday, December 17, 2021
Thursday, December 23, 2021	Thursday, December 30, 2021
Thursday, December 30, 2021	Friday, January 14, 2022
Thursday, January 20, 2022	Friday, January 28, 2022
Thursday, January 27, 2022	Friday, February 11, 2022
Thursday, February 17, 2022	Friday, February 25, 2022
Thursday, February 24, 2022	Friday, March 11, 2022
Thursday, March 17, 2022	Friday, March 25, 2022
Thursday, March 24, 2022	Friday, April 8, 2022
Thursday, April 14, 2022	Friday, April 22, 2022
Thursday, April 21, 2022	Friday, May 6, 2022
Thursday, May 12, 2022	Friday, May 20, 2022
Thursday, May 19, 2022	Friday, June 3, 2022
Thursday, June 9, 2022	Friday, June 17, 2022
Thursday, June 16, 2022	Thursday, June 30, 2022

John T. Shea
Chief Executive Officer
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