

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

December 4, 2014

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 - 2014/15

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, 2014 if claiming in the year-end P.O. #2, i.e., December 31, 2014. If you pay for goods/supplies/services after December 31<sup>st</sup>, you must claim those expenses in the next year, i.e., January 2015 Miscellaneous Expenditure reporting period.

**SCHEDULE OF COMPENSATION REPORTS FOR 2015**

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

**P A Y D A Y S**

Thursday	- January	1,	2015	Submit P.O. #1, #2, and #67
"	- January	15,	2015	Submit P.O. #1
"	- January	29,	2015	Submit P.O. #1, #2, and #67
Thursday	- February	12,	2015	Submit P.O. #1
"	- February	26,	2015	Submit P.O. #1, #2, and #67
Thursday	- March	12,	2015	Submit P.O. #1
"	- March	26,	2015	Submit P.O. #1, #2, and #67
Thursday	- April	9,	2015	Submit P.O. #1
"	- April	23,	2015	Submit P.O. #1, #2, and #67
Thursday	- May	7,	2015	Submit P.O. #1
"	- May	21,	2015	Submit P.O. #1, #2, and #67
Thursday	- June	4,	2015	Submit P.O. #1
"	- June	18,	2015	Submit P.O. #1, #2, and #67
Thursday	- July	2,	2015	Submit P.O. #1
"	- July	16,	2015	Submit P.O. #1, #2, and #67
"	- July	30,	2015	Submit P.O. #1
Thursday	- August	13,	2015	Submit P.O. #1, #2, and #67
"	- August	27,	2015	Submit P.O. #1
Thursday	- September	10,	2015	Submit P.O. #1, #2, and #67
"	- September	24,	2015	Submit P.O. #1
Thursday	- October	8,	2015	Submit P.O. #1, #2, and #67
"	- October	22,	2015	Submit P.O. #1
Thursday	- November	5,	2015	Submit P.O. #1, #2, and #67
"	- November	19,	2015	Submit P.O. #1
Thursday	- December	3,	2015	Submit P.O. #1, and #67
"	- December	17,	2015	Submit P.O. #1

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

SC/dgj