

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

December 6, 2012

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 - 2012/13

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, 2012 if claiming in the year-end P.O. #2, i.e., December 31, 2012. 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 2013 Miscellaneous Expenditure reporting period.

**SCHEDULE OF COMPENSATION REPORTS FOR 2013**

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	3,	2013	Submit P.O. #1, #2, and #67
"	January	17,	2013	Submit P.O. #1
"	January	31,	2013	Submit P.O. #1, #2, and #67
Thursday	- February	14,	2013	Submit P.O. #1
"	February	28,	2013	Submit P.O. #1, #2, and #67
Thursday	- March	14,	2013	Submit P.O. #1
"	March	28,	2013	Submit P.O. #1, #2, and #67
Thursday	- April	11,	2013	Submit P.O. #1
"	April	25,	2013	Submit P.O. #1, #2, and #67
Thursday	- May	9,	2013	Submit P.O. #1
"	May	23,	2013	Submit P.O. #1, #2, and #67
Thursday	- June	6,	2013	Submit P.O. #1
"	June	20,	2013	Submit P.O. #1, #2, and #67
*Wednesday	- July	3,	2013	Submit P.O. #1
Thursday	July	18,	2013	Submit P.O. #1, #2, and #67
Thursday	- August	1,	2013	Submit P.O. #1
"	August	15,	2013	Submit P.O. #1, #2, and #67
"	August	29,	2013	Submit P.O. #1
Thursday	- September	12,	2013	Submit P.O. #1, #2, and #67
"	September	26,	2013	Submit P.O. #1
Thursday	- October	10,	2013	Submit P.O. #1, #2, and #67
"	October	24,	2013	Submit P.O. #1
Thursday	- November	7,	2013	Submit P.O. #1, #2, and #67
"	November	21,	2013	Submit P.O. #1
Thursday	- December	5,	2013	Submit P.O. #1, and #67
"	December	19,	2013	Submit P.O. #1

\*Wednesday's submission of the P.O. #1 is necessary due to the 4th of July holiday.

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