

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

December 11, 2008

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 - 2008/09

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, 2008 if claiming in the year-end P.O. #2, i.e., December 31, 2008. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2009 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2009

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	8, 2009	Submit P.O. #1, #2, and #67
"	January	22, 2009	
Thursday	- February	5, 2009	Submit P.O. #1, #2, and #67
"	February	19, 2009	
Thursday	- March	5, 2009	Submit P.O. #1, #2, and #67
"	March	19, 2009	
Thursday	- April	2, 2009	Submit P.O. #1, #2, and #67
"	April	16, 2009	
Thursday	- April	30, 2009	Submit P.O. #1, #2, and #67
"	May	14, 2009	
Thursday	- May	28, 2009	Submit P.O. #1, #2, and #67
"	June	11, 2009	
"	June	25, 2009	Submit P.O. #1, #2, and #67
Thursday	- July	9, 2009	
"	July	23, 2009	Submit P.O. #1, #2, and #67
Thursday	- August	6, 2009	
"	August	20, 2009	Submit P.O. #1, #2, and #67
Thursday	- September	3, 2009	
"	September	17, 2009	Submit P.O. #1, #2, and #67
Thursday	- October	1, 2009	
"	October	15, 2009	Submit P.O. #1, #2, and #67
	October	29, 2009	
Thursday	- November	12, 2009	Submit P.O. #1, #2, and #67
Wednesday	November	25, 2009	
Thursday	- December	10, 2009	Submit P.O. #1, #2, and #67
"	December	24, 2009	

John O'Connell

Executive Director

Division of School Facilities