



## NEW YORK CITY PUBLIC SCHOOLS

June 25, 2025

**CUSTODIAL CIRCULAR NO. 25.009**

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

**TO ALL CUSTODIAN ENGINEERS**

### **FISCAL YEAR 2025 YEAR-END ADJUSTMENTS**

#### **1. Travel and Reimbursable Expenditure Form (CV2)**

**The final reporting period will cover June 5 to June 30.** This 25-day CV2 period represents the last reporting window for **Fiscal Year 2025**. All FY 2025 reimbursable expenditures must be submitted by **June 30, 2025**.

The first CV2 for **FY 2026** will cover the period of **July 1 to July 3**.

#### **2. Space Sheets (PO67)**

Space Sheets, if any, are to be submitted by **June 30, 2025**.

#### **3. NYCSSS Payroll Submission**

**The last payroll submission for FY 2025** will cover the period from **June 13 to June 26, 2025**. Custodian Engineers must submit payroll by **10:00 AM on Friday, June 27, 2025**.

**The first payroll submission for FY 2026** will cover the period from **June 27 to July 10, 2025**. Custodian Engineers must submit payroll by **10:00 AM on Friday, July 11, 2025**.