

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

June 28, 2018

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2017/18

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2019 SUBMISSION SCHEDULE

Miscellaneous Expenditure Report (PO2), Space Sheets (PO67) and Payroll Submissions are to be submitted by dates as indicated below.

Saturday	- June	30,	2018	FY18 Year-End PO2 and PO67
Thursday	- July	5,	2018	Payroll Submission
Thursday	- July	12,	2018	PO2
Thursday	- July	19,	2018	Payroll Submission and PO67
Thursday	- August	2,	2018	Payroll Submission
Thursday	- August	9,	2018	PO2
Thursday	- August	16,	2018	Payroll Submission and PO67
Wednesday	- August	29,	2018	Payroll Submission
Thursday	- September	6,	2018	PO2
Thursday	- September	13,	2018	Payroll Submission and PO67
Thursday	- September	27,	2018	Payroll Submission
Thursday	- October	4,	2018	PO2
Thursday	- October	11,	2018	Payroll Submission and PO67
Thursday	- October	25,	2018	Payroll Submission
Thursday	- November	1,	2018	PO2
Thursday	- November	8,	2018	Payroll Submission and PO67
Wednesday	- November	21,	2018	Payroll Submission
Thursday	- November	29,	2018	PO2
Thursday	- December	6,	2018	Payroll Submission and PO67
Wednesday	- December	19,	2018	Payroll Submission
Thursday	- December	27,	2018	PO2
Thursday	- January	3,	2019	Payroll Submission and PO67
Thursday	- January	17,	2019	Payroll Submission
Thursday	- January	24,	2019	PO2
Thursday	- January	31,	2019	Payroll Submission and PO67
Thursday	- February	14,	2019	Payroll Submission
Thursday	- February	21,	2019	PO2
Thursday	- February	28,	2019	Payroll Submission and PO67
Thursday	- March	14,	2019	Payroll Submission
Thursday	- March	21,	2019	PO2
Thursday	- March	28,	2019	Payroll Submission and PO67
Thursday	- April	11,	2019	Payroll Submission
Thursday	- April	18,	2019	PO2
Thursday	- April	25,	2019	Payroll Submission and PO67
Thursday	- May	9,	2019	Payroll Submission
Thursday	- May	16,	2019	PO2
Wednesday	- May	22,	2019	Payroll Submission and PO67
Thursday	- June	6,	2019	Payroll Submission
Thursday	- June	13,	2019	PO2
Thursday	- June	20,	2019	Payroll Submission and PO67
Sunday	- June	30,	2019	PO2

John T. Shea
Chief Executive Officer
Division of School Facilities