

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

December 6, 2013

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2013/14

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, 2013 if claiming in the year-end P.O. #2, i.e., December 31, 2013. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2014 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2014

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

Thursday	- January	2,	2014	Submit P.O. #1, #2, and #67
"	- January	16,	2014	Submit P.O. #1
"	- January	30,	2014	Submit P.O. #1, #2, and #67
Thursday	- February	13,	2014	Submit P.O. #1
"	- February	27,	2014	Submit P.O. #1, #2, and #67
Thursday	- March	13,	2014	Submit P.O. #1
"	- March	27,	2014	Submit P.O. #1, #2, and #67
Thursday	- April	10,	2014	Submit P.O. #1
"	- April	24,	2014	Submit P.O. #1, #2, and #67
Thursday	- May	8,	2014	Submit P.O. #1
"	- May	22,	2014	Submit P.O. #1, #2, and #67
Thursday	- June	5,	2014	Submit P.O. #1
"	- June	19,	2014	Submit P.O. #1, #2, and #67
Thursday	- July	3,	2014	Submit P.O. #1
"	- July	17,	2014	Submit P.O. #1, #2, and #67
"	- July	31,	2014	Submit P.O. #1
Thursday	- August	14,	2014	Submit P.O. #1, #2, and #67
"	- August	28,	2014	Submit P.O. #1
Thursday	- September	11,	2014	Submit P.O. #1, #2, and #67
*Wednesday	- September	24,	2014	Submit P.O. #1
Thursday	- October	9,	2014	Submit P.O. #1, #2, and #67
"	- October	23,	2014	Submit P.O. #1
Thursday	- November	6,	2014	Submit P.O. #1, #2, and #67
"	- November	20,	2014	Submit P.O. #1
Thursday	- December	4,	2014	Submit P.O. #1, and #67
"	- December	18,	2014	Submit P.O. #1

*Wednesday's submission of the P.O. #1 is necessary
due to the Rosh Hashanah holiday.

John T. Shea
Chief Executive Officer
Division of School Facilities

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