

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

December 10, 2009

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5-2009/10

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, 2009 if claiming in the year-end P.O. #2, i.e., December 31, 2009. If you pay for goods/supplies/services after December 31st, you must claim those expenses in the next year, i.e., January 2010 Miscellaneous Expenditure reporting period.

SCHEDULE OF COMPENSATION REPORTS FOR 2010

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 | 7, 2010 | Submit P.O. #1, #2, and #67 |
| " | January | 21, 2010 | |
| Thursday | - February | 4, 2010 | Submit P.O. #1, #2, and #67 |
| " | February | 18, 2010 | |
| Thursday | - March | 4, 2010 | Submit P.O. #1, #2, and #67 |
| " | March | 18, 2010 | |
| Thursday | - April | 1, 2010 | Submit P.O. #1, #2, and #67 |
| " | April | 15, 2010 | |
| Thursday | - April | 29, 2010 | Submit P.O. #1, #2, and #67 |
| " | May | 13, 2010 | |
| Thursday | - May | 27, 2010 | Submit P.O. #1, #2, and #67 |
| " | June | 10, 2010 | |
| " | June | 24, 2010 | Submit P.O. #1, #2, and #67 |
| Thursday | - July | 8, 2010 | |
| " | July | 22, 2010 | Submit P.O. #1, #2, and #67 |
| Thursday | - August | 5, 2010 | |
| " | August | 19, 2010 | Submit P.O. #1, #2, and #67 |
| Thursday | - September | 2, 2010 | |
| " | September | 16, 2010 | Submit P.O. #1, #2, and #67 |
| Thursday | - September | 30, 2010 | |
| " | October | 14, 2010 | Submit P.O. #1, #2, and #67 |
| " | October | 28, 2010 | |
| *Thursday | - November | 11, 2010 | Submit P.O. #1, #2, and #67 |
| Wednesday | November | 24, 2010 | |
| Thursday | - December | 9, 2010 | Submit P.O. #1, and #67 |
| " | - December | 23, 2010 | |

*Actual payday will be Wednesday November 10, 2010

John T. Shea
Chief Executive Officer
Division of School Facilities