



Vincent A. Giordano  
Executive Director  
Division of Financial Operations

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**PAYROLL ADMINISTRATION MEMORANDUM - NO. 10, 2008 - 2009**

**DATE:** November 20, 2008

**TO:** ISC Executive Directors (via email)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries (Via Email)

**FROM:** Vincent A. Giordano  
Executive Director

A handwritten signature in blue ink that reads 'Vincent A. Giordano'.

**SUBJECT: Teacher's Choice Allocation Distribution**

The Division of Financial Operations administers and implements the annual Teacher's Choice Program that provides educators an opportunity to procure instructional materials and basic classroom supplies from funds specifically allocated for this purpose. This program supports the efforts of school based educators to enhance the learning experience of students by maximizing the flexibility to purchase materials for use in their classroom or office assignments.

This year's Teacher's Choice Allocations will be provided as either a direct deposit or as a debit card. The Teacher's Choice EFT will be deposited on December 4, 2008. A "Direct Payment Card" will be issued and distributed with the December 15<sup>th</sup> payroll checks for all those not enrolled in the direct deposit program. For more detailed information pertaining to the Teacher's Choice Program, please refer to our DFO website for Teacher's Choice at:

<http://schools.nyc.gov/Offices/DFO/BusinessOperations/KeyDocuments/Teachers+Choice.htm>

If you have any questions, please call the Special Projects unit at (718) 935-3304 or email at [specialprojects@schools.nyc.gov](mailto:specialprojects@schools.nyc.gov)

VAG

c: George Raab, Judith Hederman, Beth Knipping, Francine Perkins-Colon,  
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