



The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article

Which Appears in the

February 23, 2010

Edition of the Principal's Weekly Newsletter



Second Distribution of Teacher's Choice Allocations

All schools / Event: March 5 & 15

The second Teacher's Choice allocations for this school year will be issued as either a direct deposit on **March 5** or a debit card to be distributed with the **March 15th** payroll for new participants who aren't enrolled in direct deposit. (Otherwise previous card holders will have their cards replenished on March 15th.) This distribution is for staff members who meet the program's eligibility requirements but did not receive an allocation in December. A school roster indicating the names of eligible staff members in the March distribution will be emailed to their principals this week.

All requests for non receipt of an allocation had to be submitted with supporting documentation to our office by February 1, 2010. All individuals reported must currently be reflected in the EIS system with accurate updated information. **The deadline date to make eligible purchases for this year's program is March 15, 2010.** However, all accountability reports and original receipts for all items purchased must still be submitted to your principal/supervisor by March 26, 2010. No FY'10 allocations can be issued after this fiscal year.

You can view the complete Teacher's Choice program guidelines, information and forms at:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFSBO/BusinessAdministration/KeyDocuments/Teachers+Choice.htm>.

For additional information, contact the DFSBO, Special Project's Unit at (718) 935-3304 or specialprojects@schools.nyc.gov.