**INTRAOFFICE MEMORANDUM**

**TO:**  EDRICK JOHNSON, AVP—CAREER & EDUCATION PATHWAYS

**CC: ROSARIO MACEIRAS, FINANCE DEPARTMENT**

**FROM:** WENDY NICHOLAS, PROGRAM MANAGER—BRONX COMMUNITY HIGH SCHOOL

**SUBJECT:** REQUEST FOR STUDENT INCENTIVES - IHOP GIFT CARDS, APPLEBEE’S GIFT CARD - $900.00

**DATE:**  July 19, 2021

**REQUESTED ITEMS**

I am requesting ten (10) Ihop gift cards ( value $25), thirty-eight (38) Ihop gift cards (value $15), and four (4) Applebee’s gift cards (value $20) for a total of Nine Hundred Dollars ($900.00).

**JUSTIFICATION**

The Learning to Work (LTW) program at Bronx Community High School (BCHS) along with DOE will be using the above items for the following:

* Attendance & Academic Incentive during Summer School
* September
  + Breakfast for the first day of school
  + Raffle at House Introduction Celebration
  + Breast Cancer Competition Giveaway
* October
  + National College Application Week Incentive
  + Breakfast
  + BCHS Goes Pink Incentive Giveaway

Thanks for processing this request. The list of recipient names (with signatures) will be submitted to the Finance Department on the appropriate log (gift card/metro card log or the trip/tour log).

**INTRAOFFICE MEMORANDUM (TEMPLATE)**

**TO:**  Program Director Supervisor NAME, TITLE

**CC:** Rosario Maceiras, Finance Department

**FROM:** Program Director NAME, TITLE, PROGRAM NAME

**SUBJECT:** REQUEST -- Student Incentives (MOVIE TICKETS, POPCORN TICKETS) – Total Amount of Request, Requisition or Check Request

**DATE:**  July 19, 2021

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