

**MEMORANDUM**

\_\_\_\_\_, 20\_\_

**TO:** Ms. Odalis J. Garces, Executive Director  
Payroll Department

**FROM:** \_\_\_\_\_, Principal  
\_\_\_\_\_ School

**SUBJECT: ADJUSTMENT TO GROSS, PROFESSIONAL DEVELOPMENT STIPENDS**

The purpose of this memorandum is to request approval and processing of the attached Adjustment to Gross form(s). The individuals identified on the form(s) are teachers who participated in a *Project RISE* Teacher Incentive Fund grant-sponsored professional development activity that occurred outside of regular work hours. Also attached are the copies of the sign-in roster(s) for the professional development session meeting(s)

\_\_\_\_\_.

If additional information is needed, please contact \_\_\_\_\_ at \_\_\_\_\_ . Thank you for your assistance.

\_\_\_\_:\_\_\_\_

Attachments