



Center for **Educational** Innovation  
 28 West 44<sup>th</sup> Street, New York, NY 10036-6600  
 Phone: 212.302.8800 Fax: 212.302.0088

Date:

TO: Staff and Schools of Project Boost  
 FROM: Louis Benevento, CFO  
 RE: Undeposited Checks and Future Payment

On \_\_\_\_\_ a check in the amount of \_\_\_\_\_, # \_\_\_\_\_ was issued to \_\_\_\_\_ for \_\_\_\_\_.

As of \_\_\_\_\_, this check has not been deposited. Before a new check can be issued, an accounting has to be made of the original check.

Please indicate in the area below, to the best of your knowledge, the status of the check. Return this memo in the enclosed envelope by June 15.

\_\_\_\_\_ Check was lost.

\_\_\_\_\_ I have the check and have not yet deposited it.

\_\_\_\_\_ Check was issued in error and has been destroyed or returned.

\_\_\_\_\_ A replacement check has already been issued; this check was returned or destroyed.

Note: If you have the check, please return it with this form, as you may be unable to cash it due to the excess time from issuance. Upon receipt of the check, we will issue a new check, which will be reduced by any fees charged by the bank.

Thank you for your cooperation. If you have any questions, please contact Linda White at 212-302-8800 or lwhite@thecei-pea.org.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to  
 CEI, Finance Office  
 28 West 44<sup>th</sup> Street, Suite 300: Attention Linda White  
 New York, New York 10036  
 212-302-8800