DEPARTMENT OF EDUCATION
OF THE CITY OF NEW YORK
DIVISION OF FINANCIAL OPERATIONS

Statement of Purpose
Accountability Report

Teacher's Choice

SCHOOL YEAR_____

Please print or type all information except signatures

PARTICIPANT INFORMATION	TEACHER'S NAME		FILE NUMBER
	SUBJECT AREA/OFFICE ASSIGNMENT		
	DISTRICT NUMBER	SCHOOL NUMBER AND NAME	$ AMT OF ALLOCATION

PARTICIPANT'S STATEMENT OF PURPOSE

I certify that I will comply with the regulations and procedures contained in the "Teacher's Choice Purchasing and Accountability Guidelines". I understand that I will use Teacher's Choice funds disbursed to me for the purchase of instructional materials or basic supplies for use in my classroom or office assignment. A summary description of supplies I intend to purchase is listed below. I agree that I will complete Accountability section of this form and submit the completed form with commercial invoices and/or itemized receipts to the school principal or designee.

PLEASE PROVIDE A GENERAL DESCRIPTION OF INSTRUCTIONAL MATERIALS/BASIC SCHOOL SUPPLIES TO BE PURCHASED:

_____
Signature of Participant   Date

COMPUTER SUPPLIES/SOFTWARE
BEING PURCHASED FOR USE ON PERSONALLY OWNED COMPUTERS
(PRINTERS, SCANNERS & OTHER COMPUTER ACCESSORIES ARE NOT PERMISSIBLE)

PRINCIPAL'S AUTHORIZIATION

A summary description of the computer related materials I plan to purchase for use on my personally owned computer and the intended use of these materials is listed below:

_____
Signature of Participant   Date

The computer related materials listed above and their intended use comply with the regulations and procedures contained in the "Teacher's Choice Accountability Guidelines".

_____
Signature of Principal   Date

- Accountability Report -

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I have attached detailed commercial receipts for the materials listed below. All of the items conform to the general descriptions included in my statement of purpose.

DATE OF PURCHASE	VENDOR NAME	SUMMARY OF ITEMS PURCHASED if receipt/invoice does not provide a detailed listing of items – please list items purchased here. If receipt lists individual items a general description will suffice.	COST

(Left side vertical label: PARTICIPANT'S ACCOUNTABILITY REPORT)

All of the above listed basic supplies and instructional

materials have been brought or will be brought to the school

for use in my classroom or office assignment by

_____ (enter date).

$_____

SIGNATURE OF TEACHER'S CHOICE PARTICIPANT

All materials brought into school and full Accountability Report and receipts submitted.

SIGNATURE OF PRINCIPAL

SUB TOTAL...$_____

Amount contributed to school...................$_____

Reimbursement check made out to the NYC Department of Education for unspent portion of allocation submitted to principal....

GRAND TOTAL.........$_____
(Must equal $ value of allocation)