

INTRODUCTION

The Teacher's Choice Instructional Supplies Program was developed by the Division of Financial Operations in concert with the United Federation of Teachers to maximize the flexibility of school based educators and support staff to purchase instructional materials and basic school supplies for use in their classroom or office assignments. Since its initiation in 1986, this unique initiative has provided educators with the opportunity to exercise their professional judgement to select materials needed to enhance the learning experiences of the students entrusted to their care.

The following guidelines have been developed to provide you with a thorough understanding of all aspects of the program. The instructions will assist you in utilizing your allocations and in ensuring that you are in compliance with accountability requirements as established for the expenditure of public funds.

FUNDING

Funding has been identified by the Chancellor and the City Council to once again provide eligible classroom based educators, both tax levy and reimbursable, with allocations to participate in the 2007-2008 program. Due to a funding increase this year, as outlined in detail under "Eligibility Requirements" general education teachers will now receive allocations of \$260, while special education teachers and speech therapists will receive allocations of \$230. In addition, guidance counselors, social workers and school psychologists will now receive allocations of \$200 and lab specialists will receive allocations of \$100. Assistant principals of high schools who teach classes and are supervisors of subject areas will continue to receive allocations of \$50. However, all school secretaries will now be eligible to receive allocations of \$50 for the purchase of basic supplies for their office.

SCHOOL BASED SUPPORT TEAMS

- The SBST program (Clinician's Choice), under which members of School Based Support Teams receive allocations of \$200 for the purchase of basic supplies, as mandated by the Jose P stipulation, is incorporated into the Teacher's Choice Program.
- Checks issued to SBST members under the Teacher's Choice Program are sent to the sites where they receive their paychecks.
- The principals/supervisors of the sites involved are responsible for distributing the checks, collecting all required documentation, and ensuring that SBST members adhere to the guidelines of the program.

IMPORTANT NOTE:

Consistent with the Jose P stipulation, clinicians shall have unimpeded and unrestricted access to at least one designated copier and paper sufficient to meet the team's needs. No team member shall be required to seek permission from other school personnel in order to use such a machine.

Checks are scheduled for distribution prior to the December recess; however, participants may submit receipts for appropriate materials purchased anytime between August 1, 2007 and March 15, 2008 against their allocations.

Upon the completion of each year's program, all procedures are carefully evaluated to determine the overall benefits of the Teacher's Choice project. Needless to say, your support and compliance are critical to its successful implementation. We must rely on your continued dedication and cooperation in adhering to the guidelines developed to maintain the integrity of the program and ensure its continuation.

- IMPORTANT -

**AVOID THE RISK OF LOSING YOUR CHECK
CASH IT IMMEDIATELY UPON RECEIPT**

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Teacher's Choice Forms

(Available as separate documents on the DFO website under the Teacher's Choice Section)

**Statement of Purpose Accountability Report
Receipt for School Fund Contribution
Stop Payment/Check Replacement/Supplemental Check Replacement**

TEACHER'S CHOICE CHECK LIST

- ❑ TEACHER'S CHOICE CHECKS ARE VALID FOR 90 DAYS FROM DATE OF ISSUANCE. AVOID LATE CHARGES - CASH YOUR CHECK IMMEDIATELY UPON RECEIPT!
- ❑ IF YOU DO LOSE YOUR CHECK, PREPARE AND SUBMIT THE "STOP PAYMENT REQUEST FORM" LOCATED IN THE TEACHER'S CHOICE SECTION ON THE DFO WEBSITE ACCORDING TO THE INSTRUCTIONS PROVIDED
- ❑ UTILIZE YOUR TEACHER'S CHOICE ALLOCATION TO PURCHASE INSTRUCTIONAL MATERIALS AND BASIC CLASSROOM SUPPLIES ACCORDING TO THE PROCEDURES OUTLINED IN THESE GUIDELINES
- ❑ COMPLETE ALL PURCHASES BY MARCH 15, 2008.
- ❑ SAVE ALL RECEIPTS.
- ❑ AFTER ALL MATERIALS ARE PURCHASED AND BROUGHT INTO SCHOOL, PREPARE AND SUBMIT THE "ACCOUNTABILITY REPORT" LOCATED IN THE TEACHER'S CHOICE SECTION ON THE DFO WEBSITE. TOGETHER WITH ALL RECEIPTS ACCORDING TO THE INSTRUCTIONS PROVIDED.
- ❑ ALL ISSUES CONCERNING THIS YEAR'S TEACHER'S CHOICE ALLOCATIONS MUST BE REPORTED TO THIS OFFICE PRIOR TO THE CLOSE OF THIS FISCAL YEAR.

DETERMINATION OF ELIGIBILITY **ELIGIBILITY REQUIREMENTS**

Staff members who were not in active classroom positions as of 12/1/07 are not eligible to participate in the 2007-2008 program with the exception of teachers hired to cover new classes formed between 12/1/07 and 12/31/07.

Allocation files are based on information obtained directly from the employee information system EIS file.

Checks will be generated for all staff members on payroll for the October payroll file that closes in mid October provided that they meet all eligibility requirements and the information in their EIS payroll records is accurate.

Individuals who meet all eligibility criteria but do not receive a check in December should contact their payroll secretaries to determine if their records appear in the (EIS) file and if the information listed is accurate. If no information appears, or if existing data is incorrect, the payroll secretary should contact the personnel director of the site's Integrated Service Center (ISC) to request appropriate updates. A second distribution of checks will occur in late January 2008 that will include checks for all individuals, whose records were updated since the initial file was created and a final distribution will take place in mid March 2008.

ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS

All instructional staff (tax levy and reimbursable) and clinicians actively employed as of December 1, 2007 who provide services to children will receive allocations as follows:

General Education Teachers, (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$260
Attendance Teachers	\$260
Special Education Teachers, (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$230
Speech Therapists	\$230
Guidance Counselors, (General and Special Education)	\$200
Social Workers, (General and Special Education)	\$200
School Psychologists	\$200
Laboratory Specialists, (General and Special Education)	\$100

All secretaries will also receive allocations of \$50 for the purchase of basic supplies for use in their office assignments.

CITYWIDE SPECIAL EDUCATION

All staff members actively employed as of December 1, 2007 and included in one of the categories listed below will receive allocations as follows:

Teacher Trainers, Coaches & Staff Developers working in schools	\$230
Self Contained and Resource Room Teachers	\$230
Coverage and Crisis Intervention Teachers	\$230
Job Developers and Industrial Arts Teachers,	\$230
Home and Hospital Teachers	\$230
Speech Teachers and Hearing and Vision Teachers	\$230
Attendance Teachers	\$230
Speech Therapists	\$230
Social Workers	\$200
School Psychologists	\$200

All secretaries will also receive allocations of \$50 for the purchase of basic supplies for use in their office assignments.

HIGH SCHOOLS

All instructional staff who are assigned to classroom duties and teach at least one class per day, clinicians and support staff actively employed as of December 1, 2007 will receive allocations as follows:

General Education Teachers (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$260
Attendance Teachers	\$260
Library Teachers	\$260
Speech Improvement Teachers	\$230
Special Education Teachers (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$230
Resource Room Teachers	\$230
Speech Therapists	\$230
Guidance Counselors, (General and Special Education)	\$200
Social Workers	\$200
School Psychologists	\$200
Laboratory Specialists	\$100
Assistant Principals, Subject Area	\$ 50
Assistant Principals, Special Education	\$ 50

All secretaries will also receive allocations of \$50 for the purchase of basic supplies for use in their office assignments.

DISTRIBUTION

The initial distribution of checks will take place prior to the December holiday break. In early January a new allocation file, based on EIS file updates will be forwarded to the bank. Checks will be generated and distributed to schools in late January 2008. A final file of updated information will be created in February. The checks issued at this time will be delivered by mid March 2008. All checks will be delivered directly to the sites where participants receive their paychecks. All materials must be purchased prior to the March 15, 2008 purchasing deadline.

Any questions regarding the eligibility of staff members must be resolved between the principal of the site involved and the appropriate UFT representative.

IMPORTANT NOTE

Eligible individuals located in high schools as well as in elementary, intermediate and junior high schools sites who wish to contribute all, or some portion of their allocations to their schools for the purchase of supplies, equipment, or maintenance agreements may either sign their checks over to their schools or cash their checks and make out personal checks to their schools in the amounts they wish to contribute and get a receipt for the amount involved. A "Receipt for a Contribution to the School Fund" may be found in the Teacher's Choice Section on the DFO website.

REMINDER

**TEACHER'S CHOICE CHECKS ARE VALID FOR 90 DAYS FROM THE DATE OF
ISSUANCE - AVOID INCURRING LATE CHARGES – CASH YOUR CHECK
IMMEDIATELY UPON RECEIPT**

GUIDELINES

PURCHASE ACCOUNTABILITY FORM

A two part "Purchase Accountability" Form has been included in the Teacher's Choice Section. The first page of the form is a "Statement of Purpose" that is divided into two separate sections.

SECTION I

If you are purchasing basic school supplies and/or instructional materials for use in your classroom or office assignment, you will only be required to fill in the first section of the form and provide a general (non-detailed, i.e. art supplies, science materials) description of the materials you intend to purchase with your allocation.

If you intend to purchase a regulated item, or any material that is not clear in its appropriateness for classroom use within the subject area you teach, or in your particular office assignment, specific details regarding the item must be included. Please refer to the Special Purchasing Procedures Section for complete details regarding the definition and purchasing of regulated items.

SECTION II

If you intend to purchase computer software or supplies **FOR USE ON YOUR PERSONALLY OWNED COMPUTER**, you will have to complete the second section of the form. The signature of your principal confirming that the item(s) listed and their intended use are in compliance with the guidelines established for Teacher's Choice must be obtained **PRIOR TO PURCHASING**.

The purchase/repair of printers, scanners and other types of accessories for personally owned computers is not allowable. All materials purchased for use on your home computer remain the property of the Department of Education.

Your Principal will review the form to ensure that it has been properly completed and sign off if your proposed purchase of computer related materials for use on your personally owned computer is in compliance with Teacher's Choice guidelines and will return it to you with your check. Principals should refer any issues regarding the information listed on Accountability Forms, including the general descriptions of intended purchases of basic supplies and instructional materials, to UFT chapter leaders for consultation with the staff members involved.

A listing of specific commodities and services that are inappropriate for purchase with Teacher's Choice allocations may be found on page 11 of these Guidelines. Other than these materials, the final decision regarding whether an item is eligible for purchase with Teacher's Choice funding will remain with the appropriate principal.

The Purchase and Accountability Form is to be retained by you until all of your purchases have been completed. At that point you will be responsible for completing the Accountability Section located on the second page of the form and submitting the entire form, together with original receipts, to your Principal.

Your Principal will be responsible for keeping your Accountability Form and receipts on file and making them available, upon request, for audit.

Your Principal will also be responsible for notifying The Special Projects Unit of the Division of Financial Operations if you fail to submit the required documentation.

**PROCEDURES FOR
INDIVIDUALS ON SABBATICAL
OR
SEPARATED FROM SERVICE**

In situations where an individual receives a check and subsequently goes on sabbatical, either separated from service or reassigned to a non teaching position for any reason during the term, an Accountability Form with receipts must be submitted, and all materials must be brought into the school by the last day of service.

In situations where purchases were not made, the uncashed Teacher's Choice check or a personal check made out to the New York City Department of Education in the amount of the individual's allocation must be submitted to the principal.

PROCEDURES FOR TRANSFERRED STAFF MEMBERS

Staff members who are transferred from one site to another after receiving Teacher's Choice checks MAY utilize the checks issued to them in their initial assignments to purchase materials for use in their new assignments. Schools who receive allocations for staff members who have been transferred to other sites are requested to forward the checks to the individuals involved at their new locations, wherever possible. If the new locations areas are unknown or if the individuals are no longer eligible to receive allocations, the checks should be returned to the Special Projects Unit of the Division of Financial Operations at 65 Court Street, Room 1703, Brooklyn, New York 11201.

In situations where individuals were transferred prior to the issuance of allocations and do not receive checks at their current locations they should contact their original schools and, if the schools received checks for them, request that they be forwarded to their new locations. If the checks cannot be located, or if they were returned to the Special Projects Unit, the individuals should contact this department at 718-935-3304 or e-mail: Specialprojects@schools.nyc.gov.

CHECKS WILL BE VALID FOR 90 DAYS FROM THE DATE OF ISSUANCE and are subject to standard personal check cashing arrangements. It is important to note that you may cash your Teacher's Choice allocation check at a J. P. Morgan Chase Bank branch **only** if you have an existing account with Chase.

LOST, STOLEN & STALE DATED CHECKS

If you have signed for and received your check and it is lost, stolen or not cashed within 90 days from the date of issuance, **a stop payment notice must be issued before a new check can be generated.**

You must complete the Teacher's Choice "Stop Payment/Replacement Request Form" located in the Teacher's Choice Section on the DFO Website and forward the form to the address indicated below with a personal check made out to the New York City Department of Education in the amount of \$10.00 to cover the cost of the transaction:

Division of Financial Operations
Special Projects Unit
65 Court Street, Rm. 1703
Brooklyn, NY 11201

The stop payment will be processed and a new check will be forwarded to your school for distribution to you.

REQUESTS FOR REPLACEMENT CHECKS ISSUED DURING THE 2007-2008 PROGRAM WILL BE HONORED THROUGH THE BEGINNING OF SEPTEMBER 2008 AND THERE WILL BE A \$10 FEE TO COVER PROCESSING COSTS.

REMINDER

TEACHER'S CHOICE CHECKS ARE VALID FOR 90 DAYS FROM THE DATE OF ISSUANCE - AVOID INCURRING LATE CHARGES – CASH YOUR CHECK IMMEDIATELY UPON RECEIPT

SUPPLEMENTAL CHECKS

If you should receive a check for a lower allocation than you may be entitled to, you must complete the appropriate sections of the Stop Payment/Replacement Request/Supplemental Check Request Form, obtain your Principal's signature authorizing us to issue a supplemental check for the difference and forward the form to the Special Projects Unit of the Division of Financial Operations. This form is located under the Teacher's Choice Section on the DFO Website. If you should receive a check for a higher allocation than you may be entitled to, please contact the Special Projects Unit, (718) 935-3304 immediately for further instructions.

PURCHASING TIMEFRAMES

You may begin utilizing your Teacher's Choice allocation immediately upon receiving your check. All purchases must be made in accordance with the guidelines outlined herein and must be completed by March 15, 2008.

Receipts for purchases made prior to August 1, 2007 may not be charged against your allocation.

METHODS OF PURCHASING MATERIALS

All purchases must be made during non-classroom time and no additional time or compensation will be provided for this purpose. Materials may be purchased over the counter, or ordered through the mail, over the phone, or via the internet or fax for delivery to your school or home. In general, payment will be required with the order and deliveries should be accompanied by an invoice marked paid and/or a packing slip marked paid that the details each item purchased together with its price.

Only commercial receipts that include the name of the establishment the materials involved were purchased from will be accepted. If your receipts are not itemized, a complete list of every item purchased from each store involved together with its cost must be listed on your Accountability Form.

Although you may purchase your supplies from any legitimate business entity (establishments capable of providing you with appropriate documentation for record keeping purposes), you can utilize those vendors who have existing contracts with the New York City Department of Education for the items you require.

SALES TAX

Please be aware that the type of documentation required by a business to substantiate a tax exempt purchase may vary from vendor to vendor. In some cases, based upon our consultation with contracted vendors, an order on school letterhead and delivery to a school site will suffice. However, for over the counter purchases and deliveries to private homes, vendors may request additional documentation to qualify purchases as tax exempt. While we recognize the importance of maximizing the use of supply allocations, the procedures used in the Check Distribution Program create a unique situation relating to the application of Sales Tax. Although the materials purchased are the property of the Department of Education and should be tax exempt, the method of purchase, by individuals as opposed to an official Department of Education purchase order requesting direct delivery to schools, has resulted in a situation where vendors **may be** unable to adequately distinguish a personal purchase as opposed to a “tax exempt” purchase. In cases where you are unable to satisfy a vendor's request for additional documentation, you should pay the tax and may apply the amount involved against your allocation.

PURCHASING GUIDELINES

This special supply allocation is primarily intended for the purchase of basic school supplies and instructional materials for use in your full time classroom or office assignment.

All items purchased must be student related and appropriate for use in your classroom or office assignment.

All materials are the property of the Department of Education and, with the exception of approved purchases of computer related supplies intended for use on personally owned computers, must be brought into school for use in your classroom or office assignment. These materials may only be removed from the school in accordance with the procedures outlined in the SOP.

GENERAL GUIDE OF THE TYPES OF ITEMS APPROPRIATE FOR PURCHASE THROUGH TEACHER'S CHOICE

- General classroom supplies ranging from basic art and drawing materials to paper and stationery supplies
- Tape recorders, phonographs, projection screens, overhead projectors and other types of audiovisual equipment geared for classroom use
- Fabrics, yarns and sewing notions as well as cooking, baking and general kitchen supplies required for Home Economics
- Library books, magazines and supplies including items such as magazine binders, bookends, visible record card materials, labels, typewriter kits and display letters
- Musical instruments, accessories and supplies for classroom use
- Materials specific to the study of earth science, botany and physics as well as other science topics taught on the elementary, intermediate and high school level
- General science supplies such as microscopes, laboratory glassware, science kits, charts and posters
- Lumber, hand tools, automotive supplies and graphic arts materials required for various industrial arts programs
- Basic athletic supplies for use in physical education programs such as baseballs, basketballs, volleyballs and soccer balls, badminton supplies, punching bags, table tennis games, whistles and stopwatches
- Instructional computer software programs, audio and video tapes, filmstrips, records, slides and transparencies appropriate to the various subject areas taught on the elementary, intermediate and high school level
- Educational learning aids including bulletin board and flannel board materials, flashcards, instructional games and activity kits, building toys, dolls and accessories, manipulatives, reproducibles, letters and numbers, puzzles, musical toys, pegboards, stamps and stickers
- Textbooks, study guides, teacher's manuals and student workbooks, foreign language materials, dictionaries and classroom reading programs
- Supplies and software for personally owned computers with prior approval from principal

MATERIALS AND SERVICES THAT MAY NOT BE PURCHASED WITH TEACHER'S CHOICE ALLOCATIONS

This special purpose allocation may not be utilized for the purchase of:

- ❑ Furniture
- ❑ any equipment that requires special wiring or installation
- ❑ fees for trips, seminars, courses, performances or any type of professional services
- ❑ subscriptions to newspapers, magazines, journals, etc unless they are being purchased for direct use by students
- ❑ personal items including, but not limited to clothing, briefcases/backpacks, business cards, cellular phones, personal desk accessories and other than basic writing materials
- ❑ computer supplies, and software for use on personally owned computers purchased without the proper completion of Section II of the Statement of Purpose Form
- ❑ Printers, scanners and other accessories for personally owned computers
- ❑ Repair of personally owned computer hardware
- ❑ refrigerators and other appliances unless they are specifically related to the subject area/assignment the teacher is responsible for
- ❑ air conditioners, fans
- ❑ paper shredders
- ❑ gifts for students including candy or snack items and food for parties
- ❑ Personal electronic devices (i.e. PDA's – electronic handheld information devices, iPods, etc.)

While we are mindful of the value of these items and services, Teacher's Choice and Clinician's Choice allocations are intended for basic student related supplies and instructional materials.

PURCHASING COMPUTER RELATED MATERIALS FOR USE ON A PERSONALLY OWNED COMPUTER

In recognition of the expanded utilization of home computers for the preparation of materials for classroom use, the Teacher's Choice guidelines have been expanded to include the purchase of software and supplies for use on personally owned computers, provided that the materials involved are being purchased for student related purposes.

THE PURCHASE/REPAIR OF SCANNERS, PRINTERS OR OTHER COMPUTER ACCESSORIES FOR PERSONALLY OWNED COMPUTERS IS NOT PERMISSIBLE.

Participants who wish to purchase computer related materials for use on their personally owned computers must complete Section II of the Statement of Purpose Form and obtain the signature of their principal confirming that the items and their intended use are in compliance with the guidelines established for the Teacher's Choice Program prior to making any purchases.

SPECIAL PURCHASING PROCEDURES **REGULATED MATERIALS**

There are certain types of materials that, because they may present a threat to the health and safety of students and teachers working in a classroom environment, have been classified as "regulated" items.

Electrical items whose power requirements are greater than 110/120 volts, chemicals, paints and paint products, first aid and medical supplies all fall in the "regulated" category and must be purchased in a controlled manner. If you are planning to purchase an item that falls into any of the above listed categories the following procedures must be adhered to:

- Make certain that the regulated item you wish to purchase is currently under contract to the New York City Department of Education.
- Include the DOE item number and the contract number on your Accountability Form

Please remember that procedures for regulated item(s) are **mandatory** in order to ensure that the item(s) being ordered meets acceptable levels of quality and safety.

Please contact our office for further assistance at (718) 935-3304 or specialprojects@schools.nyc.gov if you wish to purchase a regulated item.

SINGLE ITEM PURCHASES IN EXCESS OF \$250.00

If you use your allocation to make a **single purchase of an eligible item that is greater than \$250.00** (including tax), you are advised to **follow the prescribed purchasing procedures for informal contracts as outlined in the SOP.**

POOLING FUNDS

Participants may pool their allocations to purchase supplies or instructional equipment provided that the items involved are being purchased for overall student needs.

Pooled Purchases

If you are pooling all or any portion of your allocation with colleagues to purchase an item, make multiple copies of the receipt/invoice listing the item, together with its cost, and indicating the names of the participants and the dollar amount each one contributed to the purchase. Attach a copy of the receipt/invoice to your Accountability Form and indicate the dollar amount you contributed toward the purchase on the form itself.

Pooled Purchases in Excess of \$250

If the dollar amount of a pooled purchase is **in excess of \$250 per individual**, the item(s) involved should be purchased from a vendor who has an existing Department of Education contract for the item(s) involved or according to the appropriate bidding procedures, as outlined in the SOP. If bids are solicited, each participant involved must be certain to attach appropriate documentation to his or her Accountability Form for audit purposes.

It is important to note that all equipment purchases in excess of \$100 must be included in the school's inventory in accordance with the procedures outlined in the Purchasing Guide.

Contributing to a School Pool

If, after cashing your Teacher's Choice check, you are contributing all or any portion of your allocation to a pool to be utilized for the purchase of supplies, equipment or maintenance agreements necessary to the daily operation of your school, make out a personal check or money order payable to your school fund, in the amount you wish to contribute. A copy of the "Receipt for School Fund Contribution" (located in the Teacher's Choice Section on the DFO website), signed by your principal, should be attached to your Accountability Form to substantiate the dollar amount of your contribution.

PURCHASING COPIERS

Educators who are considering pooling their allocations to purchase a copier or other equipment items should give careful thought to the ongoing cost of maintenance, paper, and supplies necessary for its operation. Decisions regarding the responsibility for the ongoing costs associated with the copier/equipment should be made in consultation with the School Principal **prior to** the purchase. If an agreement cannot be reached regarding who will be responsible for the ongoing costs involved, the copier/equipment should not be purchased with Teacher's Choice funding.

ACCOUNTABILITY

When you have finished purchasing materials, you will be responsible for completing section two of the Accountability Form and submitting it together with original copies of valid commercial invoices/ receipts to your Principal.

If your invoices/receipts detail the items purchased you will only be required to list a general description, e.g.: art supplies, on your form. If they do not, you must list each individual item purchased. You may also provide this information next to each item listed on the receipt. Generic cash register receipts will only be acceptable if the name and address of the vendor is stamped on the front or back.

If you have purchased a regulated item, the DOE item number and the contract number must be indicated on your Accountability Form.

Principals will be responsible for collecting Accountability Forms, maintaining a file of all documentation submitted for inventory and audit purposes, and providing the Special Projects Unit of the Division of Financial Operations with the name(s) of individual(s) who did not submit any documentation by April 18, 2008. In addition, school officials may forward any incomplete or questionable Accountability Forms to the Special Projects Unit for immediate review and appropriate action.

A participant who received an allocation, but did not submit an Accountability Form and appropriate documentation, or bring the materials purchased into the school, will be subject to a salary deduction in the amount of his or her individual allocation if we are not notified accordingly by November 17, 2008.

A participant who submits an incomplete Accountability Form or who made purchases not in compliance with the guidelines established for the Teacher's Choice Program, as outlined in these guidelines will be required to make personal restitution to the Department of Education. If restitution is not made, the participant will be subject to a salary deduction in the amount involved.

We strongly recommend that you keep copies of your Accountability Form and all receipts submitted. All documentation is to be submitted to your principal by March 28, 2008.

IMPORTANT

All materials must be purchased by March 15, 2008. Please remember that although the items were selected by you they are the property of the New York City Department of Education, intended solely for use in your classroom or office assignment. Items, with the exception of pre-authorized computer related materials intended for use on personally owned computers, purchased by teachers, guidance counselors, lab specialists or school secretaries assigned to a particular school site may not be removed from the school site. Items purchased by school based support team members (SBST) who provide services in more than one site may be moved to any site in which they are providing services to students.

PROCEDURES FOR RETURNING UNSPENT BALANCES

Any unspent portion of your allocation totaling less than \$5 can be deposited into your school's student activity fund. These residual balances may be spent by the school, for student purposes, in accordance with standard procedures. If your Principal does not authorize the deposit of your unspent balance of less than \$5 into this fund, or if your school does not have an established account, follow the procedures outlined below for unspent balances in excess of \$5.

Any unspent portion in excess of \$5 should be submitted to your principal in the form of a check made out to the New York City Department of Education. In situations where you have cashed your check but did not use any portion of it, a personal check in the entire amount of your allocation should be made out to the New York City Department of Education and submitted to your principal.

Principals will be responsible for forwarding all checks in excess of \$5 to the Division of Financial Operations, Special Projects Unit, 65 Court Street, Rm. 1703, Brooklyn, N.Y. 11201. A copy of your cancelled check should be attached to your Accountability Form to substantiate the amount of unspent money you are returning to the Department of Education.

All school based employees have an obligation to report information regarding the possible misuse of Teacher's Choice Allocations to the Special Commissioner of Investigation for the New York City School District, (212) 510-1400.

