

# INTRODUCTION

The **Teacher's Choice Instructional Supplies Program** was developed by the Division of Financial Operations (DFO) in concert with the United Federation of Teachers (UFT) 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 judgment 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 2010-2011 program. Due to a decrease in funding, this year's allocation levels have changed. As outlined in detail under "Eligibility Requirements" general education, special education teachers and speech therapists will now receive allocations of \$110, while guidance counselors, social workers and school psychologists will receive allocations of \$80 and lab specialists will receive allocations of \$50. Assistant principals of high schools who teach classes and are supervisors of subject areas will receive allocations of \$40. In addition, all school secretaries will receive an allocation of \$40 for the purchase of basic supplies for their office.

Allocations are scheduled for distribution prior to the December recess; however, participants may submit original receipts for appropriate materials purchased anytime **between August 1, 2010 and March 15, 2011** 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.

## SCHOOL BASED SUPPORT TEAMS

- The SBST program (Clinician's Choice), under which members of School Based Support Teams receive allocations of \$80 for the purchase of basic supplies, as mandated by the Jose P stipulation, is incorporated into the Teacher's Choice Program.
- The principals/supervisors of the sites involved are responsible for reviewing the Teacher's Choice allocation rosters to ensure eligibility of their staff, collecting all required documentation, and ensuring that SBST members adhere to the guidelines of the program.

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.

## TABLE OF CONTENTS

Eligibility_____	3
Allocations_____	4
Allocation Distributions_____	5
Summary of Key Dates _____	6
Purchase Accountability Form_____	7
Procedures for People on a Sabbatical or Separated from Service _____	8
Procedures for People Transferring from One Location to Another_____	8
Purchasing Timeframes_____	8
Methods of Purchasing Materials_____	9
Sales Tax_____	9
Purchasing Guidelines_____	9
Items that May Be Purchased_____	10
Items that May <u>Not</u> Be Purchased_____	11
Purchasing Computer Related Materials for Personal Computer_____	12
Special Purchasing Procedures:	
Regulated Items_____	12
Pooling Funds_____	13
Purchasing Copiers_____	13
Accountability_____	14
Unspent Balances_____	15

### Teacher's Choice Forms

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

### Statement of Purpose/Accountability Form Receipt for School Fund Contribution

*\*Teacher's Choice Outstanding Accountability Report SY2010-2011*

*\*Will be available after the TC Program ends in March, 2011*

## TEACHER'S CHOICE CHECK LIST

- ❑ Teacher's choice allocations will be issued in mid-December.
- ❑ 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, 2011**.
- ❑ Save all receipts.
- ❑ After all materials are purchased and brought into school, prepare and submit the "**Statement of Purpose/Accountability Form**" located in the teacher's choice section on the DFO website, together with all original receipts according to the instructions provided.
- ❑ All issues concerning this year's teacher's choice allocations must be reported to this office **by June 1, 2011**.

## DETERMINATION OF ELIGIBILITY ELIGIBILITY REQUIREMENTS

Staff members who were not in active classroom positions as of **11/01/2010** are not eligible to participate in the 2010-2011 Program. Allocation files are based on information obtained directly from the employee information system EIS file. Allocations will be generated for all staff members on payroll at your site as of the end of October provided that they meet all eligibility requirements and the information in their EIS payroll records is accurate.

### Additional notes of eligibility:

**ATR (Absent Teacher Reserve)** will be entitled to receive an allocation provided they teach a class and follow all procedures as outlined herein.

Also, all **full-time regular substitute teachers** (with a "5BA or 5BP" status in EIS) who are covering a classroom assignment for the entire school year beginning on September 7, 2010 will be eligible as outlined on the TC website under forms, provided a Full Time Regular Substitutes and ROTC Instructors certification form is received.

Eligible **ROTC Instructors** must have their principals complete the same certificate form.

Individuals who meet all eligibility criteria but do not receive an allocation 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 Children's First Network (CFN) to request appropriate updates. A second and final distribution of allocations will occur by mid March for any updates made to the EIS system provided that all requests with appropriate documentation for said updates/adjustments and/or missed allocations are submitted to the DFO, Special Projects Unit prior to **January 28, 2011**. No further 2010-2011 Teacher's Choice allocations can be issued after the school year and fiscal year ends in June, 2011.

**ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS**

All instructional staff (tax levy and reimbursable) and clinicians actively employed as of **November 1, 2010** who provide services to children will receive allocations as follows:

General Education Teachers, (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$110
Attendance Teachers	\$110
Special Education Teachers, (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$110
Speech Therapists	\$110
Guidance Counselors,	\$ 80
Social Workers,	\$ 80
School Psychologists,	\$ 80
Laboratory Specialists,	\$ 50

All secretaries will receive allocations of \$40 for the purchase of basic supplies for use in their office assignments.

**CITYWIDE SPECIAL EDUCATION**

All staff members actively employed as of **November 1, 2010** and included in one of the categories listed below will receive allocations as follows:

Teacher Trainers, Coaches & Staff Developers working in schools	\$110
Self Contained and Resource Room Teachers	\$110
Coverage and Crisis Intervention Teachers	\$110
Job Developers and Industrial Arts Teachers,	\$110
Home and Hospital Teachers	\$110
Speech Therapists, Speech Teachers and Hearing and Vision Teachers	\$110
Attendance Teachers	\$110
Guidance Counselors	\$ 80
Social Workers	\$ 80
School Psychologists	\$ 80
Laboratory Specialists	\$ 50

All secretaries will receive allocations of \$40 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 **November 1, 2010** will receive allocations as follows:

General Education Teachers (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$110
Attendance Teachers	\$110
Library Teachers	\$110
Speech Improvement Teachers/ Speech Therapists	\$110
Special Education Teachers (including Teacher Trainers, Coaches & Staff Developers working in schools)	\$110
Resource Room Teachers	\$110
Guidance Counselors	\$ 80
Social Workers	\$ 80
School Psychologists	\$ 80
Laboratory Specialists	\$ 50
*Assistant Principals, Subject Area or Special Education, who teach one class	\$ 40

\*Please refer to the Teacher's Choice High School Assistant Principal Certification Form on this website.

All secretaries will receive allocations of \$40 for the purchase of basic supplies for use in their office assignments.

## **DISTRIBUTION**

The initial distribution of allocations will take place prior to the December holiday break. This year we will be providing your Teacher's Choice allocation again as either a "**Direct Deposit**" (EFT) or by issuing a "**Direct Payment Card**" (debit banking card). Direct Deposit will eliminate the need to replace lost, stolen or stale dated checks. **All materials must be purchased no later than March 15, 2011 purchasing deadline.**

In order to receive your Teacher's Choice allocation as a direct deposit you must be enrolled in direct deposit for your paycheck. To enroll for direct deposit (EFT) for both your paycheck and future Teacher's Choice allocations, please go to the DFO, Payroll Portal located on the DFO website at:

<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>

Individuals who currently have direct deposit for their paychecks will receive their Teacher's Choice allocation deposited in the same account as their paycheck. However, the Teacher's Choice allocation will be deposited separately (on a non pay day) from your paycheck on Thursday, December 9th. Please check with your individual bank statement for confirmation of receipt. We do not provide any statements.

For those individuals who do not have direct deposit for their paychecks at the time the file is generated, a direct payment (debit) card will be issued to the sites where they receive their paychecks for new participants, who did not previously receive a debit card. The direct payment cards for new enrollments are scheduled to be distributed together with the December 15<sup>th</sup> paychecks. Detailed information pertaining to the use, terms and conditions of direct payment cards are provided on our DFO website under the Teacher's Choice section. Otherwise your previous direct payment card will be replenished with your TC allocation on December 15, 2010. If you can not locate your previous card you must call the Chase Customer Service number, 1-866-795-3890 to request a replacement card as outlined in the link for "Teacher's Choice Direct Payment Card Holders". Reminder: Direct Payment Cards are valid for three years from the date indicated on the card. Therefore you must retain your card after you have depleted your annual funds.

Principals/supervisors of all sites involved will be responsible for reviewing the Teacher's Choice allocation rosters that will be issued in mid November prior to the release of the allocations to ensure that eligible staff members receive their appropriate allocations as outlined herein. **It is critical that any individual no longer eligible to receive an allocation at their site be reported immediately to the DFO, Special Projects Unit via email to [specialprojects@schools.nyc.gov](mailto:specialprojects@schools.nyc.gov) or via fax number 718-935-2165.** Please include your school site, location code, and the individuals' names and file numbers along with the reasons for ineligibility.

Note: Anyone who does not wish to participate in the TC Program and does not want to receive an allocation must notify us in writing on an annual basis at the beginning of each school year. Otherwise once an allocation is issued, you are responsible to reimburse the DOE should you choose not to participate.

All requests for adjustments or missed individuals should be emailed, faxed or mailed to the Special Projects Unit with supporting documentation **prior to January 28, 2011** for inclusion in our second and final file to be issued prior to mid March, 2011.

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

## **IMPORTANT NOTES**

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 during the purchasing period may 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.

The Outstanding Accountability Report will be available on the TC website later on in the school year after the TC Program ends.

Participants should regularly check the Teacher’s Choice website for any updates pertaining to this program.

## **Summary of Key Dates**

- |                         |  |
|-------------------------|--|
| <b>August 1, 2010</b>   | Purchases for Teacher’s Choice school year 2010-2011 may begin   |
| <b>December, 2010</b>   | Distribution of the Teacher’s Choice allocations as follows:<br>On Thursday, December 9th for direct deposit (EFT)<br>December 15 <sup>th</sup> for the Direct Payment Card (bank debit card) for both<br>new enrollments and previous card holder participants. |
| <b>January 28, 2011</b> | Any requests/inquiries for missed allocations must be received for inclusion<br>in the second distribution in March 2011.  |
| <b>March 15, 2011</b>   | All purchases for Teacher’s Choice must be completed.  |
| <b>March 25, 2011</b>   | Statement of Purpose/Accountability Forms and receipts for all items purchased must be<br>submitted to principals/supervisors.   |
| <b>April 29, 2011</b>   | Principals/supervisors will forward the “Outstanding Accountability” form with<br>the names of those individuals who have not submitted any documentation<br>to the DFO, Special Projects Unit.  |

# 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. 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 Statement of Purpose/Accountability Form and original 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 an allocation and subsequently goes on sabbatical, is either separated from service or reassigned to a non teaching position for any reason during the term, an Statement of Purpose/Accountability Form with original 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, 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 allocation via "Direct Deposit" may utilize the allocation issued to them in their initial assignments to purchase materials for use in their new assignments. Schools that receive allocations via the "Direct Payment Card" for staff members who have been transferred to other sites are requested to forward the "Direct Payment Card" 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 "Direct Payment Cards" should be returned "UNOPENED" to the, DFO, Special Projects Unit at 65 Court Street, Room 1703, Brooklyn New York 11201 with a brief note.

In situations where individuals who do not have direct deposit were transferred prior to the issuance of allocations and do not receive a "Direct Payment Card" at their current locations they should contact their original schools and, if the schools received cards for them, request that they be forwarded to their new locations. If the cards cannot be located, or if they were returned to the Special Projects Unit, the individuals should contact this department immediately at 718-935-3304 or e-mail: [Specialprojects@schools.nyc.gov](mailto:Specialprojects@schools.nyc.gov) for further instruction.

## **PURCHASING TIMEFRAMES**

You may begin utilizing your Teacher's Choice allocation immediately upon receiving your allocation. All purchases must be made in accordance with the guidelines outlined herein and must be completed by **March 15, 2011**.

**Receipts for purchases made prior to August 1, 2010 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 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 Statement of Purpose/Accountability Form.

You may purchase your supplies from any legitimate business entity (establishments capable of providing you with appropriate documentation for record keeping purposes).

## **SALES TAX**

While we recognize the importance of maximizing the use of supply allocations, the procedures used in the Teacher's Choice 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 appropriate documentation, you should pay the tax and may apply the amount involved against your allocation. Additional information regarding the Tax Exempt Certification form for purchases made in NYS may be found at: <http://schools.nyc.gov/NR/ronlyres/AF357509-D04A-4411-841C-7A17945356DA/0/RevisionToOTPS.pdf> under **2.5.12 Sales Tax**.

## **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 Standard Operating Procedures (SOP) at: <http://dfoapps.nycenet.edu/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, tape writer 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, GPS-Global Positioning Systems for navigating, iPods, etc.)

**While we are mindful of the value of these items and services, Teacher'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](mailto:specialprojects@schools.nyc.gov) if you wish to purchase a regulated item.

## **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 \$250.00**

If the dollar amount of a pooled purchase is **in excess of \$250** and the item(s) involved is not from a vendor who has an existing Department of Education contract for the item(s) then you are advised to follow the appropriate bidding procedures, as outlined in the Standard Operating Procedures (SOP) <http://dfoapps.nycenet.edu/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 SOP.

### **Contributing to a School Pool**

If after receiving your Teacher's Choice allocation, 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 Statement of Purpose/ Accountability Form to substantiate the dollar amount of your contribution. This contribution must be made during the purchasing period.

## **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 Statement of Purpose/Accountability Form and submitting it together with original valid commercial invoices/original receipts to your Principal/Supervisor.

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 original 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 Statement of Purpose/Accountability Form.

Principals will be responsible for collecting Statements of Purpose/Accountability Forms, maintaining a file of all documentation submitted for inventory and audit purposes, and providing the DFO Special Projects Unit with the **name(s) of individual(s) who did not submit any documentation by April 29, 2011**. In addition, school officials may forward the name(s) of individual(s) who submitted 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 a Statement of Purpose/ 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 fall of **2011**.

A participant who submits an incomplete Statement of Purpose/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 Statement of Purpose/Accountability Form and all receipts submitted. All documentation is to be submitted to your principal by March 25, 2011

## IMPORTANT

All materials must be purchased by March 15, 2011 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 not used any portion of your allocation, 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 with a letter stating the individuals name(s), file number(s) and the amount of unspent money being returned to the Division of Financial Operations, Special Projects Unit, 65 Court Street, Rm. 1703, Brooklyn, N.Y. 11201.

**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.**

Tcguidelinesfy2010-11