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**AUDITING AND ASSESSMENT PHASE OF
THE TEACHER’S CHOICE PROGRAM**

The Special Projects Unit of the Division of Financial Operations (DFO) would like to thank all principals and CSEs for their support and cooperation in the check issuance and purchasing phase of this year’s Teacher’s Choice Program. Your involvement was integral to the success of the program. We are now asking for your support once again, as we enter the auditing and assessment phase of the project.

All Teachers’ Choice participants are responsible for the materials purchased with their allocations. March 15, 2006 was the deadline for individuals to bring materials purchased through the program into schools, and to submit completed Teacher’s Choice Accountability Forms with accompanying documentation to Principals/CSEs.

During the months of May and June, as they are conducting the end of the year school audits, the independent auditing firm employed by the DOE will also be examining documentation submitted for Teacher’s Choice purchases.

Principals/CSEs are required to review the forms or receipts submitted by their staff. However, any principal/CSE who, in the course of collecting Accountability Forms, notices an item that does not appear to be in compliance with the guidelines established for the program should forward the documentation submitted by the individual involved to The Division of Financial Operations (DFO) Special Projects Unit for review and resolution.

Principals are responsible for advising DFO’s Special Projects Unit of those participants, who have not turned in the required documentation or brought the items purchased through the program into their classrooms. Those individuals will be subject to salary deductions in the amount of their allocations. To facilitate this procedure, a Teacher’s Choice “Outstanding Accountability Report Form” has been added to the list of Teacher’s Choice Forms available on the Division of Financial Operations Website. This form may be accessed directly by clicking below:

<http://authoring.nycboe.net/NR/rdonlyres/18E640C0-8371-4835-B4AB-40E800A7772D/0/tcaccount.pdf>

Once downloaded and duplicated, this form may be forwarded, per the instructions on the form, to the Special Projects Unit of DFO.

Your cooperation in providing this data will be of tremendous assistance in ensuring the integrity of the program.

If you require additional information regarding anything contained in this article, please contact:

Donna M. Marto
(718) 935-3304
E-mail: dmarto@nycboe.net