NORTH COAST SCHOOL OF EDUCATION

EXPENDITURE REPORT

As members of the North Coast School of Education (NCSOE) consortium, which provides state-accredited credentialing services to Permit Holders, Interns, Induction teachers and Mentors, partner districts and co-sponsoring agencies agree to expend funds according to the required program conditions specified in the Memorandum of Understanding (MOU).

Each year, depending on the ***actual number*** of **eligible** participating teachers, the NCSOE distributes funds DIRECTLY to each partner district to be used for the following:

1. Mentor stipends;
2. District Coordinator compensation;
3. Release time for Mentors to complete their duties;
4. Release time for participating teachers to observe exemplary veteran teachers and/or attend professional development.

It is the responsibility of each district or co-sponsoring agency to manage and account for the funds and to disperse funds, as appropriate, for stipends/compensation of duties performed to the Mentors and the District Coordinator.

The attached purchase order includes a list of participants' names and their role and a description of the amount of funds authorized for program distribution. **This form is your INVOICE**. Please complete the Expenditure Report below indicating how the funds are used, sign, and return immediately to receive your funds. An emailed or faxed copy is acceptable.

_____ School District/Co-Sponsoring Agency agrees
Name of district
to expend funds according to the required program conditions specified in the signed MOU.

Funds Received (See attached Purchase Order for details.)	**Expenditure Report** (This amount should equal the total amount of funds received.)
	$_____ Mentor Stipends $_____ District Coordinator Compensation $_____ Release Time

Authorized Signature:

_____	_____	_____
Signature of Superintendent or Designed	Printed Name	Date

Please return signed copy to Susie Flores:

Email: sflores@scoe.org

Fax: 707-524-2815

Mail: North Coast School of Education
Sonoma County Office of Education
5340 Skylane Blvd, Santa Rosa, CA 95403