



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 to expend funds according to the required program conditions specified in the signed MOU.

Name of district

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