



# GRANT FUNDS EXPENDITURE REPORT

As members of the North Coast Beginning Teacher Program consortium, which provides services to Intern and BTSA/Induction teachers and Support Providers, partner districts and co sponsoring agencies agree to expend state grant funds according to the required grant conditions.

Each year, depending on the **actual number** of **eligible** participants, the NCBTP distributes a portion of the Intern and BTSA state grant funds **DIRECTLY** to each partner district. These are **RESTRICTED** funds and must be used for the following:

1. Support Provider compensation (REQUIRED first priority use of funds);
2. District Coordinator compensation;
3. Release time for Support Providers 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 grant funds and to disperse grant funds, as appropriate, for compensation of duties performed to the Support Providers 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 to be dispersed. **THIS form is your INVOICE.** Please complete the Expenditure Report below indicating how the grant funds are used, sign, and return immediately to receive your funds.

\_\_\_\_\_ School District/Co Sponsoring Agency agrees  
(name of district)  
to expend state grant funds according to the required grant conditions.

Grant Funds Received (see attached Purchase Order for details)	Expenditure Report (This amount should equal the total amount of grant funds received. Remember, these are the ONLY ways grant funds may be used.)
	\$ _____ Support Provider Compensation
	\$ _____ District Coordinator Compensation
	\$ _____ Release Time

**Authorized Signature:**

\_\_\_\_\_  
Signature of Superintendent or Designee                      Printed Name                      Date

Please maintain a copy of this document for your file and return the original to our office.