

APPENDIX B

CENTER FOR POLICY RESEARCH

April 5, 2004

Dear <<School Business Official>>:

We are writing to ask your assistance by completing a survey of procurement practices in your school district. The enclosed survey is part of a broader study about school business practices in New York.

The purpose of the survey is to document the challenges and constraints school business officials face in managing their procurement operation. The information from the survey will be used to identify innovative practices being used by districts in New York, recommend training and support on procurement topics, and identify state policy changes that could improve procurement practices.

Your answers to the survey will be kept completely confidential and will be released only as summary information in the final report. No individual district data will be included in the report or shared with organizations outside the Center for Policy Research. While the survey is voluntary, your assistance with this survey will help us provide a complete and accurate picture of procurement practices in New York school districts.

The survey project is being funded by the Education Finance Research Consortium at the University at Albany, and is supported by the New York State Association of School Business Officials, and the New York State Council of School Superintendents. The Center for Policy Research at Syracuse University is administering the survey and will prepare the final report.

We have provided you with a copy of the survey instrument, and a postage paid envelope for returning the survey. If you would prefer, you can instead complete the survey on the internet. We have enclosed instructions for accessing the survey website. We estimate that the survey will take approximately **15 minutes** to complete.

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If you have any questions or comments about this study or the survey, please contact either Bill Duncombe or Cynthia Searcy at the Center for Policy Research by phone (315-443-9040) or electronic mail: duncombe@maxwell.syr.edu, or cssearcy@maxwell.syr.edu.

We know how valuable your time is, so we greatly appreciate your assistance with this important study.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Duncombe".

William Duncombe
Professor of Public Administration
Center for Policy Research
Syracuse University

A handwritten signature in black ink, appearing to read "George A. Perry".

George Perry
Executive Director
New York Association of School Business
Officials

A handwritten signature in black ink, appearing to read "Thomas Rogers".

Thomas Rogers
Executive Director
New York State Council of School
Superintendents