



**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Instructional Materials**  
**Textbooks, Media & Science**  
 School Year 2006-2007

Instructional Materials allocation is a direct allocation to schools from state categorical funds. Use of Instructional Materials allocation is defined in s. 1006.40, Florida Statutes (see attached). Additional policies and procedures have been adopted by the School Board. See Okaloosa County School District - Guidebook of Policies and Procedures - Chapter 3 - Instructional Matters for textbook ordering procedures and timelines.

**Project Numbers:**

- Instructional Materials - Textbooks - 3105  
 Instructional Materials - Media - 3106  
 Instructional Materials - Science - 3109

**Allocation Method:**

90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE  
 Same as fiscal year 2005-2006

**Allocation Amount:**

	<u>Per Adjusted UFTE</u>
Instructional Materials - Textbooks	\$ 92.35 Per UFTE
Instructional Materials - Media	\$ 5.51 Per UFTE
Instructional Materials - Science	\$ 1.51 Per UFTE

Example: *Edwins Elementary* *Instructional Materials - Textbooks*

$90\% \times \$92.35 \times 418.00 = \$34,742.07$   
 Rounded to Nearest \$ = \$34,742

*For the initial budget process, the allocation for your school will be placed in the following:*

Project Name	Fund	Function	Object Code	Cost Center	Project Number
Instructional Materials - Textbooks	1010	5100	0520	Your Cost Center	3105
Instructional Materials - Media	1010	6200	0610	Your Cost Center	3106
Instructional Materials - Science	1010	5100	0510	Your Cost Center	3109

*Beginning August 1, 2006, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.*

*The District will adjust each school's project budget for actual UFTE after the 4th FEFP Calculation in April 2007.*

*Any available funds in the project for your school at the end of fiscal year 2006-2007 will carry over to the next fiscal year.*

**OKALOOSA COUNTY SCHOOL DISTRICT  
INSTRUCTIONAL MATERIALS - Textbooks, Media & Science  
As of February 2006**

Date of Information: Governor's Budget 2006-2007

Textbooks Estimate \$2,902,084.00	Media Estimate \$173,245.00	Science Estimate \$47,354.00
Per UFTE \$ 92.35	Per UFTE \$ 5.51	Per UFTE \$ 1.51

Estimated Revenue Per Governor's Budget: \$3,122,683.00

UFTE Per Governor's Proposal: 31,423.26

TYPE SCHOOL	ZONE	Adjusted UFTE	90% x UFTE x \$ Per Student Textbooks	90% x UFTE x \$ Per Student Media	90% x UFTE x \$ Per Student Science	Total Instructional Materials FY 2006-2007
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**DISTRICT SCHOOLS**

31	EDWINS ELEMENTARY SCHOOL	418.00	\$ 34,742	\$ 2,073	\$ 568	\$ 37,383
41	BAKER SCHOOL	1,359.12	112,963	6,740	1,847	121,550
51	BOB SIKES ELEMENTARY SCHOOL	630.00	52,362	3,124	856	56,342
82	MEIGS MIDDLE SCHOOL	703.00	58,430	3,486	955	62,871
92	RICHBOURG MIDDLE SCHOOL	754.20	62,685	3,740	1,025	67,450
111	W. E. COMBS SCHOOL	27.00	2,244	134	37	2,415
121	RUCKEL MIDDLE SCHOOL	810.00	67,323	4,017	1,101	72,441
131	DESTIN ELEMENTARY SCHOOL	844.00	70,149	4,185	1,147	75,481
151	EDGE ELEMENTARY SCHOOL	509.98	42,387	2,529	693	45,609
161	CHEROKEE ELEMENTARY SCHOOL	442.50	36,778	2,194	601	39,573
201	LAUREL HILL SCHOOL	482.00	40,061	2,390	655	43,106
211	NICEVILLE HIGH SCHOOL	2,243.02	186,429	11,123	3,048	200,600
222	NORTHWOOD ELEMENTARY SCHOOL	615.00	51,116	3,050	836	55,002
241	SILVER SANDS SCHOOL	160.00	13,298	793	217	14,308
251	SOUTHSIDE ELEMENTARY SCHOOL	587.00	48,789	2,911	798	52,498
261	VALPARAISO ELEMENTARY SCHOOL	470.00	39,064	2,331	639	42,034
271	PRYOR MIDDLE SCHOOL	695.00	57,765	3,447	945	62,157
281	WRIGHT ELEMENTARY SCHOOL	577.10	47,966	2,862	784	51,612
431	SHALIMAR ELEMENTARY SCHOOL	530.00	44,051	2,628	720	47,399
441	OAK HILL ELEMENTARY SCHOOL	550.00	45,713	2,727	747	49,187
541	ELLIOTT PT. ELEMENTARY SCHOOL	602.00	50,035	2,985	818	53,838
551	OCEAN CITY ELEMENTARY SCHOOL	483.00	40,145	2,395	656	43,196
561	MARY ESTHER ELEMENTARY SCHOOL	570.00	47,376	2,827	775	50,978
571	PLEVU ELEMENTARY SCHOOL	616.02	51,201	3,055	837	55,093
581	CHOCTAW HIGH SCHOOL	1,760.00	146,282	8,728	2,392	157,402
601	CRESTVIEW HIGH SCHOOL	1,777.60	147,745	8,815	2,416	158,976
621	KENWOOD ELEMENTARY SCHOOL	520.00	43,220	2,579	707	46,506
631	FLOROSA ELEMENTARY SCHOOL	625.00	51,947	3,099	849	55,895
641	FT. WALTON HIGH SCHOOL	1,905.16	158,347	9,448	2,589	170,384
651	BRUNER MIDDLE SCHOOL	985.00	81,868	4,885	1,339	88,092
671	LEWIS MIDDLE SCHOOL	615.00	51,116	3,050	836	55,002
681	LONGWOOD ELEMENTARY SCHOOL	380.00	31,584	1,884	516	33,984
701	OKALOOSA APPLIED TECHNOLOGY CENTER	236.00	19,615	1,170	321	21,106
731	WALKER ELEMENTARY SCHOOL	680.00	56,518	3,372	924	60,814
741	BLUEWATER ELEMENTARY SCHOOL	643.00	53,443	3,189	874	57,506
751	ANTIOCH ELEMENTARY SCHOOL	800.00	66,492	3,967	1,087	71,546
761	DAVIDSON MIDDLE SCHOOL	950.00	78,959	4,711	1,291	84,961
771	DESTIN MIDDLE SCHOOL	615.00	51,116	3,050	836	55,002
<b>DISTRICT SCHOOLS</b>		<b>28,169.70</b>	<b>\$ 2,341,324</b>	<b>\$ 139,693</b>	<b>\$ 38,282</b>	<b>\$ 2,519,299</b>

**DISTRICT OPERATED REGULAR PROGRAMS**

582	CHOCTAW ACADEMY	60.00	\$ 4,987	\$ 298	\$ 82	\$ 5,367
602	CRESTVIEW VO TECH	163.00	13,548	808	222	14,578
604	NORTH OKALOOSA INSTITUTE	40.15	3,337	199	55	3,591
642	FWBHS SUCCESS ACADEMY	65.00	5,402	322	88	5,812
781	EMERALD COAST CAREER INSTITUTE - SOUTH	100.00	8,312	496	136	8,944
791	EMERALD COAST CAREER INSTITUTE - NORTH	50.00	4,156	248	68	4,472
7004	OKALOOSA ON-LINE	-	-	-	-	-
9816	GULF COAST TREATMENT CENTER	20.00	1,662	99	27	1,788
9818	NWFL BALLET ACADEMIE	91.00	7,563	451	124	8,138
9819	TEACHING ADJUDICATED YOUTH FACILITY	24.00	1,995	119	33	2,147
9820	OKALOOSA BLENDED SCHOOLS	149.00	12,384	739	202	13,325
<b>TOTAL - DISTRICT OPERATED REGULAR PROGRAMS</b>		<b>762.15</b>	<b>\$ 63,346</b>	<b>\$ 3,779</b>	<b>\$ 1,037</b>	<b>\$ 68,162</b>

<b>TOTAL DISTRICT SCHOOLS AND REGULAR PROGRAMS</b>	<b>28,931.85</b>	<b>\$ 2,404,670</b>	<b>\$ 143,472</b>	<b>\$ 39,319</b>	<b>\$ 2,587,461</b>
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**SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS**

9810	GULF COAST YOUTH ACADEMY	129.77	\$ 10,786	\$ 644	\$ 176	\$ 11,606
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	83.74	6,960	415	114	7,489
9812	OKALOOSA YOUTH ACADEMY	129.79	10,787	644	176	11,607
9813	OKALOOSA REGIONAL DETENTION CENTER	62.63	5,205	311	85	5,601
9814	ADOLESCENT SUBSTANCE ABUSE CENTER	50.39	4,188	250	68	4,506
9817	MILTON GIRLS JUVENILE RESIDENTIAL FACILITY	74.35	6,180	369	101	6,650
<b>TOTAL - DISTRICT OPERATED DJJ PROGRAM</b>		<b>530.67</b>	<b>\$ 44,106.00</b>	<b>\$ 2,633.00</b>	<b>\$ 720.00</b>	<b>\$ 47,459.00</b>

<b>TOTAL SCHOOLS &amp; DISTRICT OPERATED PROGRAMS</b>	<b>29,462.52</b>	<b>\$ 2,448,776</b>	<b>\$ 146,105</b>	<b>\$ 40,039</b>	<b>\$ 2,634,920</b>
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## Excerpt from The 2005 Florida Statutes

### **1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books.--**

(3)(a) Each district school board shall use the annual allocation for the purchase of instructional materials included on the state-adopted list, except as otherwise authorized in paragraphs (b) and (c). No less than 50 percent of the annual allocation shall be used to purchase items which will be used to provide instruction to students at the level or levels for which the materials are designed.

(b) Up to 50 percent of the annual allocation may be used for the purchase of instructional materials, including library and reference books and nonprint materials, not included on the state-adopted list and for the repair and renovation of textbooks and library books.

(c) District school boards may use 100 percent of that portion of the annual allocation designated for the purchase of instructional materials for kindergarten, and 75 percent of that portion of the annual allocation designated for the purchase of instructional materials for first grade, to purchase materials not on the state-adopted list.

(4) The funds described in subsection (3) which district school boards may use to purchase materials not on the state-adopted list shall be used for the purchase of instructional materials or other items having intellectual content which assist in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, replacements for items which were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools as prescribed by district school board rule. The funds available to district school boards for the purchase of materials not on the state-adopted list may not be used to purchase electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor may such funds be used to purchase equipment or supplies. However, when authorized to do so in the General Appropriations Act, a school or district school board may use a portion of the funds available to it for the purchase of materials not on the state-adopted list to purchase science laboratory materials and supplies.



## SCHOOL DISTRICT OF OKALOOSA COUNTY MEMORANDUM PURCHASING

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**TO:** Principals

**FROM:** Richard D. Norris CPPB, Program Director Purchasing *RDN*

**DATE:** February 24, 2006

**SUBJECT:** Textbook Ordering Procedures

### **TEXT BOOK INFORMATION FROM FLORIDA SCHOOL BOOK DEPOSITORY**

1. FLORIDA SCHOOL BOOK DEPOSITORY (FSBD) CLOSES ITS FILES ON APRIL 1 OF EVERY YEAR FOR A DAY OR TWO TO UP DATE TO THE NEW TEXT BOOK FILES
2. FSBD IS IN THE PROCESS OF PRINTING NEW CATALOGS THAT WILL BE DISTRIBUTED BY MAIL TO ALL FLORIDA SCHOOL DISTRICT
3. THE NEW LIST WILL BE AT WWW.FSBD.COM AND CAN BE REVIEWED ARE PRINTED BY THE SCHOOLS OR DISTRICT DEPARTMENTS PRIOR TO RECEIVING THE NEW CATALOG BY MAIL AFTER APRIL 1<sup>ST</sup>.
4. SCHOOLS CAN ORDER ONLINE AT FSBD WITH SET UP FROM FSBD BUT MUST HAVE A HARD COPY OF PURCHASE ORDER WITH ON-LINE ORDER NUMBER BEFORE THEY WILL RELEASE ORDER
5. FSBD WILL ACCEPT ORDER NEW ORDERS AFTER **APRIL 1<sup>ST</sup>** OF EACH YEAR

### **ADOPTED TEXTBOOK ORDERING PROCEDURES FLORIDA SCHOOL BOOK DEPOSITORY (FSBD)**

**AFTER ENTERING WEB BASED TEXTBOOK ORDER ON-LINE AT WWW.FSBD.COM, YOU WILL DO ONE OF THE FOLLOWING PROCEDURES.**

#### **AS/400 ON-LINE TEXTBOOK PROCEDURES FOR CURRENT YEAR MONIES**

1. IF YOU ARE USING CURRENT MONIES FOR PLACING YOUR TEXTBOOK ORDER, YOU WILL TYPE A REQUISITION ON-LINE IN THE AS/400.
2. COMPLETE ALL THE ON-LINE REQUESTED INFORMATION FOR THE REQUISITION ON SCREENS F804 AND F805.
3. ON SCREEN F804 IN THE DESCRIPTION TYPE THE CONFIRMATION ORDER NUMBER YOU RECEIVED WHEN YOU FINISHED ENTERING YOUR ORDER AND SUBMITTED IT TO TXT ON THE FSBD'S WEB SITE. COMPLETE THE ON-LINE REQUISITION AND FORWARD A HARD COPY OF YOUR SCREEN PRINT TO THE PURCHASING DEPARTMENT BY COURIER.
4. ALL AS/400 TEXTBOOK ON-LINE ORDERS MUST BE POSTED BEFORE 2:00 PM DAILY FOR A PURCHASE ORDER TO BE ISSUED THE NEXT DAY AND TRANSMITTED TO FSBD.

#### **MANUAL TEXTBOOK PROCEDURES FOR NEXT YEAR MONIES**

1. WHEN USING NEXT FISCAL YEAR MONIES FOR PLACING YOUR TEXTBOOK ORDER, YOU WILL TYPE A **MANUAL REQUISITION** WITH SAME INFORMATION FOR SCREEN F804 AND F805.
2. IN THE DESCRIPTION TYPE THE CONFIRMATION ORDER NUMBER YOU RECEIVED WHEN YOU FINISHED ENTERING YOUR TEXTBOOK ORDER AND SUBMITTED IT TO TXT ON THE FSBD'S WEB SITE.

3. FAX THE COMPLETED AND SIGNED REQUISITION TO THE PURCHASING DEPARTMENT BEFORE 2:00 PM DAILY.
4. SEND THE MANUAL REQUISITION AND A COPY OF YOUR SCREEN PRINT BY COURIER TO THE PURCHASING DEPARTMENT THE NEXT DAY.

**NON ADOPTED TEXTBOOK ORDERS AND FLEX ORDERS**

1. ALL NON ADOPTED TEXTBOOK ORDERS AND ORDERS OUT OF FLEX MONIES **(PROJECT # 3105)** CAN BE PLACED BY DOING A MANUAL REQUISITION AND SENDING IT TO THE PURCHASING DEPARTMENT BEGINNING THE SECOND TO LAST WEEK IN JUNE OF EACH YEAR.
2. IF YOU DO NOT WANT TO DO A MANUAL REQUISITION, YOU CAN WAIT AND PLACE A TEXTBOOK ORDER ON-LINE IN THE AS/400 AND THEY WILL BE PROCESSED IN JULY AFTER THE FINANCE FILES ARE OPENED.

**NOTE: EACH YEAR AFTER JULY 1<sup>ST</sup> ALL REQUISITIONS SHOULD BE ON-LINE IN THE AS/400 ONCE THE FINANCE FILES ARE OPENED FOR NORMAL PROCESSING OF REQUISITIONS.**

I hope that the above options will help you decide on which process best fits your school's needs for processing textbook requests. The Purchasing Department is available to each school for help in processing all requisitions. If you need any additional information or help, please call the Purchasing Department at 833-7668.