



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Instructional Materials**  
**Textbooks, Media & Science**  
**School Year 2007-2008**

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 2006-2007*

***Allocation Amount:***

	<u>Per Adjusted UFTE</u>
Instructional Materials - Textbooks	\$ 94.54 Per UFTE
Instructional Materials - Media	\$ 5.59 Per UFTE
Instructional Materials - Science	\$ 1.53 Per UFTE

**Example: *Edwins Elementary***

***Instructional Materials - Textbooks***

90% X \$94.54 X 423.88 = \$36,066.25  
Rounded to Nearest \$ = \$36,066

*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, 2007, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.***

***Any available funds in the project for your school at the end of fiscal year 2007-2008 will carry over to the next fiscal year.***

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS - Textbooks, Media & Science**  
**As of February 2007**

Estimated Revenue Per Governor's Budget: **\$3,026,686.00**  
 UFTE Per Governor's Proposal: **29,773.77**

COST CENTER NUMBER	SCHOOL/CENTER NAME	Per UFTE  Adjusted UFTE	Textbooks Estimate \$2,814,865.00	Media Estimate \$166,352.00	Science Estimate \$45,469.00	Total Instructional Materials FY 2007-2008
			\$ 94.54	\$ 5.59	\$ 1.53	
			90% x UFTE x \$ Per Student Textbooks	90% x UFTE x \$ Per Student Media	90% x UFTE x \$ Per Student Science	
<b>DISTRICT SCHOOLS</b>						
31	EDWINS ELEMENTARY SCHOOL	423.88	\$ 36,066	\$ 2,133	\$ 584	\$ 38,783
41	BAKER SCHOOL	1,357.16	115,475	6,828	1,869	124,172
51	BOB SIKES ELEMENTARY SCHOOL	682.55	58,075	3,434	940	62,449
82	MEIGS MIDDLE SCHOOL	644.56	54,843	3,243	888	58,974
92	RICHBOURG MIDDLE SCHOOL	718.32	61,119	3,614	989	65,722
111	W. E. COMBS SCHOOL	-	-	-	-	-
121	RUCKEL MIDDLE SCHOOL	787.86	67,036	3,964	1,085	72,085
131	DESTIN ELEMENTARY SCHOOL	871.95	74,191	4,387	1,201	79,779
151	EDGE ELEMENTARY SCHOOL	485.73	41,329	2,444	669	44,442
161	CHEROKEE ELEMENTARY SCHOOL	709.90	60,403	3,572	978	64,953
201	LAUREL HILL SCHOOL	421.38	35,854	2,120	580	38,554
211	NICEVILLE HIGH SCHOOL	2,151.85	183,092	10,826	2,963	196,881
222	NORTHWOOD ELEMENTARY SCHOOL	683.91	58,191	3,441	942	62,574
241	SILVER SANDS SCHOOL	149.09	12,685	750	205	13,640
251	SOUTHSIDE ELEMENTARY SCHOOL	555.15	47,235	2,793	764	50,792
261	VALPARAISO ELEMENTARY SCHOOL	436.09	37,105	2,194	600	39,899
271	PRYOR MIDDLE SCHOOL	591.87	50,360	2,978	815	54,153
281	WRIGHT ELEMENTARY SCHOOL	560.00	47,648	2,817	771	51,236
431	SHALIMAR ELEMENTARY SCHOOL	497.38	42,320	2,502	685	45,507
441	OAK HILL ELEMENTARY SCHOOL	-	-	-	-	-
541	ELLIOTT PT. ELEMENTARY SCHOOL	575.18	48,940	2,894	792	52,626
551	OCEAN CITY ELEMENTARY SCHOOL	485.88	41,342	2,444	669	44,455
561	MARY ESTHER ELEMENTARY SCHOOL	530.35	45,125	2,668	730	48,523
571	PLEW ELEMENTARY SCHOOL	594.39	50,574	2,990	818	54,382
581	CHOCTAW HIGH SCHOOL	1,732.37	147,400	8,716	2,385	158,501
601	CRESTVIEW HIGH SCHOOL	1,855.59	157,885	9,335	2,555	169,775
621	KENWOOD ELEMENTARY SCHOOL	545.15	46,385	2,743	751	49,879
631	FLOROSA ELEMENTARY SCHOOL	619.59	52,718	3,117	853	56,688
641	FT. WALTON HIGH SCHOOL	1,779.71	151,428	8,954	2,451	162,833
651	BRUNER MIDDLE SCHOOL	930.86	79,203	4,683	1,282	85,168
671	LEWIS MIDDLE SCHOOL	627.10	53,357	3,155	864	57,376
681	LONGWOOD ELEMENTARY SCHOOL	386.60	32,894	1,945	532	35,371
701	OKALOOSA APPLIED TECHNOLOGY CENTER	215.25	18,315	1,083	296	19,694
731	WALKER ELEMENTARY SCHOOL	752.41	64,020	3,785	1,036	68,841
741	BLUEWATER ELEMENTARY SCHOOL	629.50	53,562	3,167	867	57,596
751	ANTIOCH ELEMENTARY SCHOOL	857.51	72,962	4,314	1,181	78,457
761	DAVIDSON MIDDLE SCHOOL	906.55	77,135	4,561	1,248	82,944
771	DESTIN MIDDLE SCHOOL	576.53	49,055	2,901	794	52,750
<b>TOTAL - DISTRICT SCHOOLS</b>		<b>27,329.15</b>	<b>2,325,327</b>	<b>137,495</b>	<b>37,632</b>	<b>2,500,454</b>
<b>DISTRICT OPERATED REGULAR PROGRAMS</b>						
582	CHOCTAW ACADEMY	59.34	5,049	299	82	5,430
602	CRESTVIEW VO TECH	-	-	-	-	-
604	NORTH OKALOOSA INSTITUTE	35.87	3,052	180	49	3,281
642	FT WALTON ACADEMY	59.38	5,052	299	82	5,433
781	EMERALD COAST CAREER INSTITUTE - SOUTH	-	-	-	-	-
791	EMERALD COAST CAREER INSTITUTE - NORTH	-	-	-	-	-
7004	OKALOOSA ONLINE	-	-	-	-	-
9818	NWFL BALLET	90.45	7,696	455	125	8,276
9819	TEACHING ADJUDICATED YOUTH	23.64	2,011	119	33	2,163
9820	BLENDED SCHOOL	156.21	13,291	786	215	14,292
<b>TOTAL - DISTRICT OPERATED REGULAR PROGRAMS</b>		<b>424.89</b>	<b>36,151</b>	<b>2,138</b>	<b>586</b>	<b>38,875</b>
<b>TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS</b>		<b>27,754.04</b>	<b>2,361,478</b>	<b>139,633</b>	<b>38,218</b>	<b>2,539,329</b>
<b>SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS</b>						
9810	GULF COAST YOUTH ACADEMY	128.98	10,974	649	178	11,801
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	83.23	7,082	419	115	7,616
9812	OKALOOSA YOUTH ACADEMY	129.00	10,976	649	178	11,803
9813	OKALOOSA REGIONAL DETENTION CENTER	62.25	5,297	313	86	5,696
9814	ADOLESCENT SUBSTANCE ABUSE CENTER	50.09	4,262	252	69	4,583
9817	MILTON GIRLS JUVENILE RESIDENTIAL FACILITY	73.90	6,288	372	102	6,762
<b>TOTAL - DISTRICT OPERATED DJJ PROGRAM</b>		<b>527.45</b>	<b>44,879</b>	<b>2,654</b>	<b>728</b>	<b>48,261</b>
<b>TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS &amp; DJJ PROGRAMS</b>		<b>28,281.49</b>	<b>\$ 2,406,357</b>	<b>\$ 142,287</b>	<b>\$ 38,946</b>	<b>\$ 2,587,590</b>

## **Excerpt from The 2006 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:** March 14, 2007

**SUBJECT:** Textbook Ordering Procedures

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

1. FLORIDA SCHOOL BOOK DEPOSITORY (FSBD) CLOSES ITS FILES ON APRIL 1<sup>ST</sup> OF EVERY YEAR FOR A DAY OR TWO TO UPDATE 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 DISTRICTS
3. THE NEW LIST WILL BE AT WWW.FSBD.COM AND CAN BE REVIEWED OR 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 THE ORDER
5. FSBD WILL ACCEPT 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 ON 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 THE 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.