



SCHOOL DISTRICT OF OKALOOSA COUNTY
Instructional Materials
Textbooks, Media & Science
School Year 2008-2009

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 2007-2008

Allocation Amount:

Per Adjusted UFTE

Instructional Materials - Textbooks	\$ 95.29 Per UFTE
Instructional Materials - Media	\$ 5.71 Per UFTE
Instructional Materials - Science	\$ 1.56 Per UFTE

Example: *Edwins Elementary*

Instructional Materials - Textbooks

$$\begin{aligned}
 &90\% \times \$95.29 \times 430.87 = \$36,951.84 \\
 &\text{Rounded to Nearest \$} = \$36,952
 \end{aligned}$$

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, 2008, 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 2008-2009 will carry over to the next fiscal year.

SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS - Textbooks, Media & Science
As of March 2008

Estimated Revenue Per Governor's Budget: \$2,943,127.00
 UFTE Per Governor's Proposal: 28,697.83

Textbooks Estimate	Media Estimate	Science Estimate
\$2,734,617.00	\$163,751.00	\$44,759.00
\$ 95.29	\$ 5.71	\$ 1.56
90% x UFTE x \$ Per Student Textbooks	90% x UFTE x \$ Per Student Media	90% x UFTE x \$ Per Student Science

COST CENTER NUMBER	SCHOOL/CENTER NAME	Per UFTE
		Adjusted UFTE

Total Instructional Materials FY 2008-2009
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DISTRICT SCHOOLS

COST CENTER NUMBER	SCHOOL/CENTER NAME	Adjusted UFTE	Textbooks Estimate	Media Estimate	Science Estimate	Total Instructional Materials FY 2008-2009
31	EDWINS ELEMENTARY SCHOOL	430.87	\$ 36,952	\$ 2,214	\$ 605	\$ 39,771
41	BAKER SCHOOL	1,320.13	113,216	6,784	1,853	121,853
51	BOB SIKES ELEMENTARY SCHOOL	658.10	56,439	3,382	924	60,745
82	MEIGS MIDDLE SCHOOL	628.94	53,939	3,232	883	58,054
92	RICHBOURG MIDDLE SCHOOL	666.78	57,184	3,427	936	61,547
111	W. E. COMBS SCHOOL	-	-	-	-	-
121	RUCKEL MIDDLE SCHOOL	803.85	68,939	4,131	1,129	74,199
131	DESTIN ELEMENTARY SCHOOL	789.02	67,667	4,055	1,108	72,830
151	EDGE ELEMENTARY SCHOOL	458.93	39,358	2,358	644	42,360
161	EGLIN ELEMENTARY SCHOOL	614.61	52,710	3,158	863	56,731
201	LAUREL HILL SCHOOL	396.03	33,964	2,035	556	36,555
211	NICEVILLE HIGH SCHOOL	1,984.51	170,194	10,198	2,786	183,178
222	NORTHWOOD ELEMENTARY SCHOOL	667.03	57,205	3,428	937	61,570
241	SILVER SANDS SCHOOL	155.00	13,293	797	218	14,308
251	SOUTHSIDE ELEMENTARY SCHOOL	546.05	46,830	2,806	767	50,403
261	VALPARAISO ELEMENTARY SCHOOL	441.64	37,875	2,270	620	40,765
271	PRYOR MIDDLE SCHOOL	554.29	47,536	2,848	778	51,162
281	WRIGHT ELEMENTARY SCHOOL	591.91	50,763	3,042	831	54,636
431	SHALIMAR ELEMENTARY SCHOOL	522.42	44,803	2,685	733	48,221
541	ELLIOTT PT. ELEMENTARY SCHOOL	538.40	46,174	2,767	756	49,697
551	OCEAN CITY ELEMENTARY SCHOOL	-	-	-	-	-
561	MARY ESTHER ELEMENTARY SCHOOL	550.98	47,253	2,831	774	50,858
571	PLEW ELEMENTARY SCHOOL	549.87	47,157	2,826	772	50,755
581	CHOCTAW HIGH SCHOOL	1,693.77	145,259	8,704	2,378	156,341
601	CRESTVIEW HIGH SCHOOL	1,896.90	162,680	9,748	2,663	175,091
621	KENWOOD ELEMENTARY SCHOOL	541.44	46,434	2,782	760	49,976
631	FLO ROSA ELEMENTARY SCHOOL	562.06	48,203	2,888	789	51,880
641	FT. WALTON HIGH SCHOOL	1,778.74	152,547	9,141	2,497	164,185
651	BRUNER MIDDLE SCHOOL	885.14	75,910	4,549	1,243	81,702
671	LEWIS MIDDLE SCHOOL	577.52	49,529	2,968	811	53,308
681	LONGWOOD ELEMENTARY SCHOOL	548.84	47,069	2,820	771	50,660
701	OKALOOSA APPLIED TECHNOLOGY CENTER	197.14	16,907	1,013	277	18,197
731	WALKER ELEMENTARY SCHOOL	729.11	62,529	3,747	1,024	67,300
741	BLUEWATER ELEMENTARY SCHOOL	582.49	49,955	2,993	818	53,766
751	ANTIOCH ELEMENTARY SCHOOL	809.98	69,465	4,162	1,137	74,764
761	DAVIDSON MIDDLE SCHOOL	837.34	71,811	4,303	1,176	77,290
771	DESTIN MIDDLE SCHOOL	593.98	50,940	3,052	834	54,826
TOTAL - DISTRICT SCHOOLS		26,103.81	2,238,689	134,144	36,651	2,409,484

DISTRICT OPERATED REGULAR PROGRAMS

COST CENTER NUMBER	SCHOOL/CENTER NAME	Adjusted UFTE	Textbooks Estimate	Media Estimate	Science Estimate	Total Instructional Materials FY 2008-2009
582	CHOCTAW ACADEMY	58.26	4,996	299	82	5,377
642	FT WALTON ACADEMY	61.22	5,250	315	86	5,651
781	EMERALD COAST CAREER INSTITUTE - SOUTH	-	-	-	-	-
791	EMERALD COAST CAREER INSTITUTE - NORTH	-	-	-	-	-
7004	OKALOOSA ONLINE	-	-	-	-	-
9818	NWFL BALLET	110.00	9,434	565	154	10,153
9819	TEACHING ADJUDICATED YOUTH	20.43	1,752	105	29	1,886
9820	BLENDED SCHOOL	128.57	11,026	661	181	11,868
TOTAL - DISTRICT OPERATED REGULAR PROGRAMS		378.48	32,458	1,945	532	34,935

TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS	26,482.29	2,271,147	136,089	37,183	2,444,419
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SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS

COST CENTER NUMBER	SCHOOL/CENTER NAME	Adjusted UFTE	Textbooks Estimate	Media Estimate	Science Estimate	Total Instructional Materials FY 2008-2009
9810	GULF COAST YOUTH ACADEMY	129.16	11,077	664	181	11,922
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	86.23	7,395	443	121	7,959
9812	OKALOOSA YOUTH ACADEMY	130.19	11,165	669	183	12,017
9813	OKALOOSA REGIONAL DETENTION CENTER	80.47	6,901	414	113	7,428
9814	ADOLESCENT SUBSTANCE ABUSE CENTER	56.28	4,827	289	79	5,195
9817	MILTON GIRLS JUVENILE RESIDENTIAL FACILITY	76.85	6,591	395	108	7,094
TOTAL - DISTRICT OPERATED DJJ PROGRAM		559.18	47,956	2,874	785	51,615

TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS	27,041.47	\$ 2,319,103	\$ 138,963	\$ 37,968	\$ 2,496,034
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Excerpt from The 2007 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**

TO: Principals
FROM: Richard D. Norris CPPB, Director Purchasing *RDN*
DATE: March 17, 2008
SUBJECT: Textbook Ordering Procedures

TEXT BOOK INFORMATION FROM FLORIDA SCHOOL BOOK DEPOSITORY

1. FLORIDA SCHOOL BOOK DEPOSITORY (FSBD) CLOSES ITS FILES ON APRIL 1ST 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 1ST.
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 1ST** 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 1ST, 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.