



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS**  
**TEXTBOOKS, MEDIA, & SCIENCE**  
**FISCAL YEAR 2012-2013**  
**AS OF MARCH 2012**

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 2011-2012*

<i>Allocation Amount:</i>	<u>Per Adjusted UFTE</u>	
Instructional Materials - Textbooks	\$ 69.22	Per UFTE
Instructional Materials - Media	\$ 4.30	Per UFTE
Instructional Materials - Science	\$ 1.18	Per UFTE

	<u>Per UFTE</u>	<u>UFTE</u>	<u>Allocation</u>
Example: <i>Edwins Elementary</i>	<i>90% x \$ 69.22 x</i>	<i>426.00</i>	<i>= \$ 26,539 (Textbooks)</i>
	<i>90% x \$ 4.30 x</i>	<i>426.00</i>	<i>= \$ 1,649 (Media)</i>
	<i>90% x \$ 1.18 x</i>	<i>426.00</i>	<i>= \$ 452 (Science)</i>

*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, 2012, 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 2012-2013 will carry over to the next fiscal year.*

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE**  
**FISCAL YEAR 2012-2013**  
**AS OF MARCH 2012**

COST CENTER NUMBER	SCHOOL/CENTER NAME	ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,197,486		TEXTBOOKS ESTIMATE	MEDIA ESTIMATE	SCIENCE ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS
		UFTE PER FINAL CONFERENCE: 29,421.03		\$ 2,036,440	\$ 126,476	\$ 34,570	
		PER UFTE		\$ 69.22	\$ 4.30	\$ 1.18	
		ADJUSTED PROJECTED UFTE	90% x UFTE x \$ PER UFTE TEXTBOOKS	90% x UFTE x \$ PER UFTE MEDIA	90% x UFTE x \$ PER UFTE SCIENCE		
<b>DISTRICT SCHOOLS</b>							
0031	EDWINS ELEMENTARY SCHOOL	426.00	\$ 26,539	\$ 1,649	\$ 452	\$ 28,640	
0041	BAKER SCHOOL	1,327.00	82,669	5,135	1,409	89,213	
0051	BOB SIKES ELEMENTARY SCHOOL	802.00	49,963	3,104	852	53,919	
0082	MEIGS MIDDLE SCHOOL	528.00	32,893	2,043	561	35,497	
0092	SHOAL RIVER MIDDLE SCHOOL	882.00	54,947	3,413	937	59,297	
0121	RUCKEL MIDDLE SCHOOL	927.00	57,750	3,587	984	62,321	
0131	DESTIN ELEMENTARY SCHOOL	895.00	55,757	3,464	950	60,171	
0151	EDGE ELEMENTARY SCHOOL	542.57	33,801	2,100	576	36,477	
0161	EGLIN ELEMENTARY SCHOOL	477.00	29,716	1,846	507	32,069	
0201	LAUREL HILL SCHOOL	430.00	26,788	1,664	457	28,909	
0211	NICEVILLE HIGH SCHOOL	1,820.00	113,382	7,043	1,933	122,358	
0222	NORTHWOOD ELEMENTARY SCHOOL	727.00	45,291	2,813	772	48,876	
0241	SILVER SANDS SCHOOL	140.00	8,722	542	149	9,413	
0251	RIVERSIDE ELEMENTARY SCHOOL	904.00	56,317	3,498	960	60,775	
0271	PRYOR MIDDLE SCHOOL	582.00	36,257	2,252	618	39,127	
0281	WRIGHT ELEMENTARY SCHOOL	577.00	35,946	2,233	613	38,792	
0431	SHALIMAR ELEMENTARY SCHOOL	567.00	35,323	2,194	602	38,119	
0541	ELLIOTT PT. ELEMENTARY SCHOOL	633.00	39,435	2,450	672	42,557	
0561	MARY ESTHER ELEMENTARY SCHOOL	613.00	38,189	2,372	651	41,212	
0571	PLEW ELEMENTARY SCHOOL	667.00	41,553	2,581	708	44,842	
0581	CHOCTAW HIGH SCHOOL	1,656.00	103,165	6,409	1,759	111,333	
0601	CRESTVIEW HIGH SCHOOL	1,775.50	110,610	6,871	1,886	119,367	
0621	KENWOOD ELEMENTARY SCHOOL	612.00	38,126	2,368	650	41,144	
0631	FLOROSA ELEMENTARY SCHOOL	528.00	32,893	2,043	561	35,497	
0641	FT. WALTON BEACH HIGH SCHOOL	1,659.00	103,352	6,420	1,762	111,534	
0651	BRUNER MIDDLE SCHOOL	801.00	49,901	3,100	851	53,852	
0671	LEWIS K-8 SCHOOL	611.00	38,064	2,365	649	41,078	
0681	LONGWOOD ELEMENTARY SCHOOL	540.00	33,641	2,090	573	36,304	
0701	CHOICE HIGH SCHOOL & TECHNICAL CENTER	432.00	26,913	1,672	459	29,044	
0731	WALKER ELEMENTARY SCHOOL	696.00	43,359	2,694	739	46,792	
0741	BLUEWATER ELEMENTARY SCHOOL	780.00	48,592	3,019	828	52,439	
0751	ANTIOCH ELEMENTARY SCHOOL	786.00	48,966	3,042	835	52,843	
0761	DAVIDSON MIDDLE SCHOOL	901.00	56,130	3,487	957	60,574	
0771	DESTIN MIDDLE SCHOOL	608.00	37,877	2,353	646	40,876	
0801	RICHBOURG SCHOOL	46.00	2,866	178	49	3,093	
<b>TOTAL - DISTRICT SCHOOLS</b>		<b>26,898.07</b>	<b>1,675,693</b>	<b>104,094</b>	<b>28,567</b>	<b>1,808,354</b>	

<b>DISTRICT OPERATED REGULAR PROGRAMS</b>							
0721	OKALOOSA STEM ACADEMY	88.00	5,482	341	93	5,916	
0791	ECCI - NORTH & BEST CHANCE	-	-	-	-	-	
0811	SOUTHSIDE PRE-K	73.00	4,548	283	78	4,909	
7001	K-12 FLORIDA VIRTUAL	-	-	-	-	-	
7004	OKALOOSA ONLINE	-	-	-	-	-	
9818	NWFL BALLET	141.40	8,809	547	150	9,506	
9819	TEACHING ADJUDICATED YOUTH	16.00	997	62	17	1,076	
9820	OKALOOSA BLENDED SCHOOL	-	-	-	-	-	
<b>TOTAL - DISTRICT OPERATED REGULAR PROGRAMS</b>		<b>318.40</b>	<b>19,836</b>	<b>1,233</b>	<b>338</b>	<b>21,407</b>	

<b>TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS</b>	<b>27,216.47</b>	<b>1,695,529</b>	<b>105,327</b>	<b>28,905</b>	<b>1,829,761</b>
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<b>SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS</b>							
9810	GULF COAST YOUTH ACADEMY	125.00	7,787	484	133	8,404	
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	65.00	4,049	252	69	4,370	
9812	OKALOOSA YOUTH ACADEMY	118.00	7,351	457	125	7,933	
9813	OKALOOSA REGIONAL DETENTION CENTER	12.00	748	46	13	807	
9814	ADOLESCENT SUBSTANCE ABUSE PROGRAM	54.00	3,364	209	57	3,630	
9817	MILTON GIRLS JUVENILE RESIDENTIAL FACILITY	67.00	4,174	259	71	4,504	
<b>TOTAL - DISTRICT OPERATED DJJ PROGRAM</b>		<b>441.00</b>	<b>27,473</b>	<b>1,707</b>	<b>468</b>	<b>29,648</b>	

<b>TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS &amp; DJJ PROGRAMS</b>	<b>27,657.47</b>	<b>\$ 1,723,002</b>	<b>\$ 107,034</b>	<b>\$ 29,373</b>	<b>\$ 1,859,409</b>
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## Excerpt from The 2011 Florida Statutes

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

- (1) On or before July 1 each year, the commissioner shall certify to each district school superintendent the estimated allocation of state funds for instructional materials, computed pursuant to the provisions of s. [1011.67](#) for the ensuing fiscal year.
- (2) Each district school board must purchase current instructional materials to provide each student with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature for kindergarten through grade 12. Such purchase must be made within the first 2 years after the effective date of the adoption cycle.
- (3)
  - (a) By the 2015-2016 fiscal year, each district school board shall use at least 50 percent of the annual allocation for the purchase of digital or electronic instructional materials included on the state-adopted list, except as otherwise authorized in paragraphs (b) and (c).
  - (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, electronic content, 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.
- (5) Each district school board shall adopt rules, and each district school superintendent shall implement procedures, that will assure the maximum use by the students of the authorized instructional materials.
- (6) District school boards may issue purchase orders subsequent to February 1 in an aggregate amount which does not exceed 20 percent of the current year's allocation, and subsequent to April 1 in an aggregate amount which does not exceed 90 percent of the current year's allocation, for the purpose of expediting the delivery of instructional materials which are to be paid for from the ensuing year's allocation.
- (7) In any year in which the total instructional materials allocation for a school district has not been expended or obligated prior to June 30, the district school board shall carry forward the unobligated amount and shall add it to the next year's allocation.



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
PURCHASING**

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**FINANCE TAM:** 2012-025  
**CONTACT:** Vince Windham  
Program Director – Purchasing  
**TELEPHONE:** 833-7668

**TO:** School Principals  
**FROM:** Rita Scallan, Chief Financial Officer  
**DATE:** March 28, 2012  
**SUBJECT:** Textbook Ordering Procedures – Fiscal Year 2012-2013

As schools approach the end of the 2011-2012 school year they must begin planning for the 2012-2013 school year. One of the first steps to prepare for next school year is to order textbooks. Below are the textbook ordering procedures for the 2012-2013 school year:

**GENERAL TEXTBOOK INFORMATION - FLORIDA SCHOOL BOOK DEPOSITORY**

1. Annually, the Florida School Book Depository (FSBD) closes their files on April 1<sup>st</sup> of each year to update and incorporate the list of new textbooks into their files. This process usually takes one to two days.
2. FSBD will begin accepting orders, for fiscal year 2012-2013, after their file update is complete.
3. FSBD publishes an elementary (Grades K-5) and secondary (Grades 6-12) catalog each spring. The catalog lists all Florida state adopted instructional materials program and as well as many non-adopted titles. Both catalogs are provided in PDF file format which may be viewed, printed and downloaded (saved to disk) using Adobe Acrobat Reader. To view the catalogs, click on “View Our Catalogs” on the home page of the FSBD website ([www.fsb.com](http://www.fsb.com)).
4. Schools can order online at FSBD (requires FSBD setup) but must still submit a requisition which will generate a District purchase order that includes the FSBD document number before the order will be released (see ordering options below).

**ADOPTED TEXTBOOK ORDERING PROCEDURES - FLORIDA SCHOOL BOOK DEPOSITORY**

*After entering web based textbook order on-line at [www.fsb.com](http://www.fsb.com), use one of the following procedures:*

***AS/400 ON-LINE TEXTBOOK PROCEDURES WHEN USING CURRENT FISCAL YEAR FUNDING (2011-2012)***

1. If your 2012-2013 textbook order is going to be funded from 2011-2012 dollars, type a requisition on-line in the AS/400 system.
2. On screens F804 and F805 complete all of the online requested information related to the online requisition.
3. On screen F804 in the description field:
  - a. Type the confirmation document number received when the order was completed and submitted to txt on the FSBD’s website.
  - b. Post the requisition.
4. Purchasing Department will process your order on the next available purchase order run.

5. All AS/400 textbook on-line orders must be posted prior to 2:00 pm for a purchase order to be issued the next day and transmitted to FSBD.

***MANUAL TEXTBOOK PROCEDURES WHEN USING NEW FISCAL YEAR FUNDING (2012-2013)***

1. If your 2012-2013 textbook order is going to be funded from 2012-2013 new fiscal year funding, it will require you to type a **manual requisition** containing the same information for screen F804 and F805.
2. In the manual purchase order description field:
  - a. Type the confirmation document number received when the order was completed and submitted to txt on the FSBD's website.
3. Submit the manual requisition, signed by your Principal, to the Purchasing Department.
4. Purchasing Department will verify your funding, enter your order, and process it.

***NON-ADOPTED TEXTBOOK ORDERS AND FLEX ORDERS***

1. All non-adopted textbook orders and Flex funding (**Instructional Materials – Textbooks - Project 3105**) orders can be submitted by preparing a manual requisition and forwarding it to the Purchasing Department, beginning the week immediately preceding the last week of June.
2. If you prefer not to prepare a manual requisition, you may place an AS/400 online order and it will be processed as soon as the Finance files open, typically mid-July.

Should you have any questions or need additional information, please contact the Purchasing Department at 833-7668. The Purchasing Department is available and eager to provide schools assistance in processing their textbook orders.

**NOTE:**

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

cc: School Bookkeepers