



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS**  
**TEXTBOOKS, MEDIA, & SCIENCE LAB**  
**FISCAL YEAR 2020-2021**  
**AS OF APRIL 2020**

Instructional Materials 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**

These funds may be used to purchase instructional materials, textbooks, or other items which have an intellectual content and assist in the instruction of a subject or course.

**Instructional Materials - Media - 3106**

These funds may be used to purchase and/or repair library books, instructional materials, and reference books.

**Instructional Materials - Science Lab - 3109**

These funds may be used to purchase science lab materials and supplies.

**Allocation Method:**

Instructional Materials - Textbooks 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE  
 90% of allocation held at District level for State adoptions  
 Remaining funds allocated to schools for use as "text flex"  
 Instructional Materials - Media 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE  
 Instructional Materials - Science Lab 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE

**Allocation Amount:**

**Per Adjusted UFTE**

Instructional Materials - Textbooks	90% x \$ 73.26	Per UFTE	Less 90%	(State Adoptions @ District Level)
Instructional Materials - Media	90% x \$ 4.49	Per UFTE		
Instructional Materials - Science Lab	90% x \$ 1.23	Per UFTE		

	<u>Per UFTE</u>	<u>UFTE</u>	<u>Allocation</u>
Example: <i>Edwins Elementary</i>	90% x \$ 73.26	x 475.10	Less 90% = \$ 3,132 (Textbooks)
	90% x \$ 4.49	x 475.10	= \$ 1,920 (Media)
	90% x \$ 1.23	x 475.10	= \$ 526 (Science Lab)

*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	Center	3105
Instructional Materials - Media	1010	6200	0610	Center	3106
Instructional Materials - Science Lab	1010	5100	0510	Center	3109

*Beginning August 1, 2018, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.*

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE**  
**FISCAL YEAR 2020-2021**  
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ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,581,782			TEXTBOOKS ESTIMATE			MEDIA ESTIMATE	SCIENCE LAB ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS
UFTE PER FINAL CONFERENCE: 32,692.38			\$ 2,395,059			\$ 146,641	\$ 40,082	
COST CENTER NUMBER	SCHOOL/CENTER NAME	ADJUSTED PROJECTED UFTE	\$ 73.26	90%	EQUALS SCHOOL TEXTBOOK FLEX ALLOCATION	\$ 4.49	\$ 1.23	
			90% x UFTE x \$ PER UFTE TEXTBOOKS	LESS FUNDS HELD AT DISTRICT FOR STATE ADOPTIONS		90% x UFTE x \$ PER UFTE MEDIA	90% x UFTE x \$ PER UFTE SCIENCE	
0031	EDWINS ELEMENTARY SCHOOL	475.10	\$ 31,325	\$ (28,193)	\$ 3,132	\$ 1,920	\$ 526	\$ 5,578
0041	BAKER SCHOOL	1,427.00	94,088	(84,679)	9,409	5,767	1,580	16,756
0051	BOB SIKES ELEMENTARY SCHOOL	845.10	55,721	(50,149)	5,572	3,415	936	9,923
0082	MEIGS MIDDLE SCHOOL	650.00	42,857	(38,571)	4,286	2,627	720	7,633
0092	SHOAL RIVER MIDDLE SCHOOL	954.00	62,901	(56,611)	6,290	3,855	1,056	11,201
0121	RUCKEL MIDDLE SCHOOL	1,196.00	78,857	(70,971)	7,886	4,833	1,324	14,043
0131	DESTIN ELEMENTARY SCHOOL	987.00	65,077	(58,569)	6,508	3,988	1,093	11,589
0151	EDGE ELEMENTARY SCHOOL	551.00	36,330	(32,697)	3,633	2,227	610	6,470
0161	EGLIN ELEMENTARY SCHOOL	510.20	33,640	(30,276)	3,364	2,062	565	5,991
0201	LAUREL HILL SCHOOL	388.00	25,582	(23,024)	2,558	1,568	430	4,556
0211	NICEVILLE HIGH SCHOOL	1,950.10	128,578	(115,720)	12,858	7,880	2,159	22,897
0222	NORTHWOOD ELEMENTARY SCHOOL	833.34	54,945	(49,451)	5,494	3,368	923	9,785
0241	SILVER SANDS SCHOOL	121.00	7,978	N/A	7,978	489	134	8,601
0251	RIVERSIDE ELEMENTARY SCHOOL	925.00	60,989	(54,890)	6,099	3,738	1,024	10,861
0271	PRYOR MIDDLE SCHOOL	736.00	48,527	(43,674)	4,853	2,974	815	8,642
0281	WRIGHT ELEMENTARY SCHOOL	609.00	40,154	(36,139)	4,015	2,461	674	7,150
0431	SHALIMAR ELEMENTARY SCHOOL	651.00	42,923	(38,631)	4,292	2,631	721	7,644
0541	ELLIOTT PT. ELEMENTARY SCHOOL	580.00	38,242	(34,418)	3,824	2,344	642	6,810
0561	MARY ESTHER ELEMENTARY SCHOOL	549.80	36,251	(32,626)	3,625	2,222	609	6,456
0571	PLEW ELEMENTARY SCHOOL	829.00	54,659	(49,193)	5,466	3,350	918	9,734
0581	CHOCTAW HIGH SCHOOL	1,529.00	100,813	(90,732)	10,081	6,179	1,693	17,953
0601	CRESTVIEW HIGH SCHOOL	2,015.00	132,857	(119,571)	13,286	8,143	2,231	23,660
0621	KENWOOD ELEMENTARY SCHOOL	619.00	40,813	(36,732)	4,081	2,501	685	7,267
0631	FLOROSA ELEMENTARY SCHOOL	598.80	39,481	(35,533)	3,948	2,420	663	7,031
0641	FT. WALTON BEACH HIGH SCHOOL	1,762.00	116,176	(104,558)	11,618	7,120	1,951	20,689
0651	BRUNER MIDDLE SCHOOL	868.00	57,231	(51,508)	5,723	3,508	961	10,192
0671	LEWIS SCHOOL	783.80	51,679	(46,511)	5,168	3,167	868	9,203
0681	LONGWOOD ELEMENTARY SCHOOL	625.00	41,209	(37,088)	4,121	2,526	692	7,339
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	117.00	7,714	(6,943)	771	473	130	1,374
0721	OKALOOSA STEM ACADEMY	289.00	19,055	(17,150)	1,905	1,168	320	3,393
0731	WALKER ELEMENTARY SCHOOL	835.60	55,094	(49,585)	5,509	3,377	925	9,811
0741	BLUEWATER ELEMENTARY SCHOOL	1,001.00	66,000	(59,400)	6,600	4,045	1,108	11,753
0751	ANTIOCH ELEMENTARY SCHOOL	958.00	63,165	(56,849)	6,316	3,871	1,061	11,248
0761	DAVIDSON MIDDLE SCHOOL	1,131.50	74,604	(67,144)	7,460	4,572	1,253	13,285
0771	DESTIN MIDDLE SCHOOL	759.10	50,050	(45,045)	5,005	3,068	840	8,913
0801	RICHBOURG SCHOOL	91.00	6,000	N/A	6,000	368	101	6,469
0811	SOUTHSIDE PRIMARY SCHOOL	251.00	16,549	N/A	16,549	1,014	278	17,841
<b>TOTAL</b>		<b>30,001.44</b>	<b>\$ 1,978,114</b>	<b>\$ (1,752,831)</b>	<b>\$ 225,283</b>	<b>\$ 121,239</b>	<b>\$ 33,219</b>	<b>\$ 379,741</b>

## Excerpt from The 2019 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 in kindergarten through grade 12 with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Such purchase must be made within the first 3 years after the effective date of the adoption cycle unless a district school board or a consortium of school districts has implemented an instructional materials program pursuant to s. [1006.283](#).
- (3)
  - (a) Except for a school district or a consortium of school districts that implements an instructional materials program pursuant to s. [1006.283](#), each district school board shall use the annual allocation only for the purchase of instructional materials that align with state standards and are 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:
    1. The purchase of library and reference books and nonprint materials.
    2. The purchase of other materials having intellectual content which assist in the instruction of a subject or course. These materials may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, novels, electronic content, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools as prescribed by district school board rule.
    3. The repair and renovation of textbooks and library books and replacements for items which were part of previously purchased instructional materials.
  - (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.
  - (d) Any materials purchased pursuant to this section must be:
    1. Free of pornography and material prohibited under s. [847.012](#).
    2. Suited to student needs and their ability to comprehend the material presented.
    3. Appropriate for the grade level and age group for which the materials are used or made available.

## Excerpt from The 2019 Florida Statutes

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

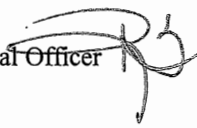
- (4) Each district school board is responsible for the content of all materials used in a classroom or otherwise made available to students. Each district school board shall adopt rules, and each district school superintendent shall implement procedures, that:
  - (a) Maximize student use of the district-approved instructional materials.
  - (b) Provide a process for public review of, public comment on, and the adoption of instructional materials that satisfies the requirements of s. [1006.283\(2\)\(b\)8., 9., and 11.](#)
- (5) 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. This subsection does not apply to a district school board or a consortium of school districts that implements an instructional materials program pursuant to s. [1006.283](#).
- (6) 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.
- (7) A district school board or a consortium of school districts that implements an instructional materials program pursuant to s. [1006.283](#) may use the annual allocation to purchase instructional materials not on the state-adopted list. However, instructional materials purchased pursuant to this section which are not included on the state-adopted list must meet the criteria of s. [1006.31\(2\)](#), align with state standards adopted by the State Board of Education pursuant to s. [1003.41](#), and be consistent with course expectations based on the district's comprehensive plan for student progression and course descriptions adopted in state board rule.



## SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

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**FINANCE TAM:** 2020-026  
**CONTACT:** Vince Windham  
Program Director – Purchasing  
**TELEPHONE:** 833-7668

**TO:** School Principals  
**FROM:** Rita Scallan, Chief Financial Officer   
**DATE:** May 4, 2020  
**SUBJECT:** Textbook Ordering Procedures – Fiscal Year 2020-2021

As schools approach the end of the 2019-2020 school year they must begin planning for the 2020-2021 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 2020-2021 school year:

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

1. Annually, the Florida School Book Depository (FSBD) closes their files around 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 2020-2021, after their file update is complete.
3. FSBD publishes an elementary (Grades K-5) and secondary (Grades 6-12) catalog each spring. The catalogs list all Florida state adopted instructional materials programs as well as many non-adopted titles. Both catalogs are provided in PDF file format which may be viewed, printed and downloaded using Adobe Acrobat Reader. To view the catalogs, click on the catalog links under the "Catalogs" section on the home page of the FSBD website ([www.fsb.com](http://www.fsb.com)).
4. Schools can enter their 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 and general description of the items being ordered before the order will be released (see ordering options below).

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

*After entering your 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 (2019-2020)**

1. If your 2020-2021 textbook order is going to be funded from 2019-2020 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. Also include a **general description** of the items being ordered, such as "Reading Textbook Adoption", "Math Workbooks", etc. Please be sure to code the purchase correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional materials appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to object 0510.
  - 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 (2020-2021)**

1. If your 2020-2021 textbook order is going to be funded from 2020-2021 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. Also include a **general description** of the items being ordered, such as "Reading Textbook Adoption", "Math Workbooks", etc. Please be sure to code the purchase correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to object 0510.
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 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