

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2020-2021

PROJECT NAME: Instructional Materials - Textbooks

PROJECT NUMBER: 3105

PROJECT DESCRIPTION:

The Instructional Materials – Textbooks allocation is a direct allocation from State categorical funds. 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.

FUND SOURCE: State Categorical - Instructional Materials

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2019-2020 Appropriation	2020-2021 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	-	-	-
300	Purchased Service	225,487	229,672	4,185
400	Energy Services	-	-	-
500	Materials & Supplies	1,938,407	1,979,024	40,617
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	46,426	51,651	5,225
	Total Combined Appropriation	\$ 2,210,320	\$ 2,260,347	\$ 50,027

STAFFING			
	2019-2020 Recommendation	2020-2021 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Educational Support	-	-	-
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	-	-	-

OTHER INFORMATION:

The approving authority is the school principal with District oversight. The detail budget for this project is reflected in each individual school's budget.

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

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
TOTAL		30,001.44	\$ 1,978,114	\$ (1,752,831)	\$ 225,283	\$ 121,239	\$ 33,219	\$ 379,741

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Crestview Youth Academy
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9811
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 3,054		\$ 3,054
Sub-Total (Page 1 Only)				\$ 3,054	\$ -	\$ 3,054
GRAND TOTAL				\$ 3,054	\$ -	\$ 3,054

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Crestview Youth Academy (Non-Secured)
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9821
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 2,579		\$ 2,579
Sub-Total (Page 1 Only)				\$ 2,579	\$ -	\$ 2,579
GRAND TOTAL				\$ 2,579	\$ -	\$ 2,579

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Family Empowerment Scholarships
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 3900
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 7,395		\$ 7,395
Sub-Total (Page 1 Only)				\$ 7,395	\$ -	\$ 7,395
GRAND TOTAL				\$ 7,395	\$ -	\$ 7,395

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Liza Jackson Preparatory School
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9807
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0394	FEFP DISTRIBUTIONS - CHARTERS	5100	BASIC EDUCATION (K-12)	\$ 67,565		\$ 67,565
Sub-Total (Page 1 Only)				\$ 67,565	\$ -	\$ 67,565
GRAND TOTAL				\$ 67,565	\$ -	\$ 67,565

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: McKay Scholarships
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 3518
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 23,112		\$ 23,112
Sub-Total (Page 1 Only)				\$ 23,112	\$ -	\$ 23,112
GRAND TOTAL				\$ 23,112	\$ -	\$ 23,112

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Northwest Florida Ballet Academic
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9818
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0510	SUPPLIES	5100	BASIC EDUCATION (K-12)	\$ 910		\$ 910
Sub-Total (Page 1 Only)				\$ 910	\$ -	\$ 910
GRAND TOTAL				\$ 910	\$ -	\$ 910

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: NWFSC Collegiate High School
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9805
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0394	FEFP DISTRIBUTIONS - CHARTERS	5100	BASIC EDUCATION (K-12)	\$ 102,715		\$ 102,715
Sub-Total (Page 1 Only)				\$ 102,715	\$ -	\$ 102,715
GRAND TOTAL				\$ 102,715	\$ -	\$ 102,715

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Okaloosa Academy
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9800
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0394	FEFP DISTRIBUTIONS - CHARTERS	5100	BASIC EDUCATION (K-12)	\$ 15,193		\$ 15,193
Sub-Total (Page 1 Only)				\$ 15,193	\$ -	\$ 15,193
GRAND TOTAL				\$ 15,193	\$ -	\$ 15,193

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Okaloosa Regional Detention Center
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9813
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 2,126		\$ 2,126
Sub-Total (Page 1 Only)				\$ 2,126	\$ -	\$ 2,126
GRAND TOTAL				\$ 2,126	\$ -	\$ 2,126

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Okaloosa Youth Academy
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9812
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 5,514		\$ 5,514
Sub-Total (Page 1 Only)				\$ 5,514	\$ -	\$ 5,514
GRAND TOTAL				\$ 5,514	\$ -	\$ 5,514

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Teaching Adjudicated Youth Facility
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9819
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0396	DISTRIBUTIONS - CONTRACT SCHOOLS	5100	BASIC EDUCATION (K-12)	\$ 419		\$ 419
Sub-Total (Page 1 Only)				\$ 419	\$ -	\$ 419
GRAND TOTAL				\$ 419	\$ -	\$ 419

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Remittances, Transfers, & Fund Balance
PROJECT NAME: Instructional Materials - Textbooks

CENTER NUMBER: 9026
PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0520	TEXTBOOKS To fund State textbook adoptions for schools.	5100	BASIC EDUCATION (K-12)	\$ 1,752,831		\$ 1,752,831
0997	RESERVE - PROJECTS	9890	RESERVES	51,651		51,651
Sub-Total (Page 1 Only)				\$ 1,804,482	\$ -	\$ 1,804,482
GRAND TOTAL				\$ 1,804,482	\$ -	\$ 1,804,482

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

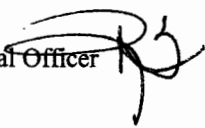
1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books. (Continued)

- (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**

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 1st 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).
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, 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 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.
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 1ST, 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