

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2022-2023

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 2021-2022 Appropriation	2022-2023 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	-	-	-
300	Purchased Service	322,236	247,362	(74,874)
400	Energy Services	-	-	-
500	Materials & Supplies	1,821,759	1,883,266	61,507
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	632,345	146,608	(485,737)
	Total Combined Appropriation	\$ 2,776,340	\$ 2,277,236	\$ (499,104)

STAFFING			
	2021-2022 Recommendation	2022-2023 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 2022-2023
AS OF APRIL 2022

ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,600,253			TEXTBOOKS ESTIMATE			MEDIA ESTIMATE	SCIENCE LAB ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS
UFTE PER FINAL CONFERENCE: 33,381.04			\$ 2,411,838			\$ 147,970	\$ 40,445	
PER UFTE			\$ 72.25	90%	EQUALS	\$ 4.43	\$ 1.21	
COST CENTER NUMBER	SCHOOL/CENTER NAME	ADJUSTED PROJECTED UFTE	90% x UFTE x \$ PER UFTE TEXTBOOKS	LESS FUNDS HELD AT DISTRICT FOR STATE ADOPTIONS	SCHOOL TEXTBOOK FLEX ALLOCATION	90% x UFTE x \$ PER UFTE MEDIA	90% x UFTE x \$ PER UFTE SCIENCE	
0031	EDWINS ELEMENTARY SCHOOL	421.66	\$ 27,418	\$ (24,676)	\$ 2,742	\$ 1,681	\$ 459	\$ 4,882
0041	BAKER SCHOOL	1,423.34	92,553	(83,298)	9,255	5,675	1,550	16,480
0051	BOB SIKES ELEMENTARY SCHOOL	811.43	52,763	(47,487)	5,276	3,235	884	9,395
0082	MEIGS MIDDLE SCHOOL	581.04	37,782	(34,004)	3,778	2,317	633	6,728
0092	SHOAL RIVER MIDDLE SCHOOL	914.66	59,476	(53,528)	5,948	3,647	996	10,591
0121	RUCKEL MIDDLE SCHOOL	1,145.98	74,517	(67,065)	7,452	4,569	1,248	13,269
0131	DESTIN ELEMENTARY SCHOOL	959.49	62,391	(56,152)	6,239	3,825	1,045	11,109
0151	EDGE ELEMENTARY SCHOOL	541.27	35,196	(31,676)	3,520	2,158	589	6,267
0161	EGLIN ELEMENTARY SCHOOL	448.87	29,188	(26,269)	2,919	1,790	489	5,198
0201	LAUREL HILL SCHOOL	434.52	28,255	(25,430)	2,825	1,732	473	5,030
0211	NICEVILLE HIGH SCHOOL	1,927.09	125,309	(112,778)	12,531	7,683	2,099	22,313
0222	NORTHWOOD ELEMENTARY SCHOOL	824.92	53,640	(48,276)	5,364	3,289	898	9,551
0241	SILVER SANDS SCHOOL	122.13	7,942	N/A	7,942	487	133	8,562
0251	RIVERSIDE ELEMENTARY SCHOOL	949.85	61,764	(55,588)	6,176	3,787	1,034	10,997
0271	PRYOR MIDDLE SCHOOL	700.73	45,565	(41,009)	4,556	2,794	763	8,113
0281	WRIGHT ELEMENTARY SCHOOL	610.75	39,714	(35,743)	3,971	2,435	665	7,071
0431	SHALIMAR ELEMENTARY SCHOOL	610.29	39,684	(35,716)	3,968	2,433	665	7,066
0541	ELLIOTT PT. ELEMENTARY SCHOOL	556.50	36,186	(32,567)	3,619	2,219	606	6,444
0561	MARY ESTHER ELEMENTARY SCHOOL	444.21	28,885	(25,997)	2,888	1,771	484	5,143
0571	PLEW ELEMENTARY SCHOOL	835.50	54,328	(48,895)	5,433	3,331	910	9,674
0581	CHOCTAW HIGH SCHOOL	1,509.42	98,150	(88,335)	9,815	6,018	1,644	17,477
0601	CRESTVIEW HIGH SCHOOL	2,226.58	144,783	(130,305)	14,478	8,877	2,425	25,780
0621	KENWOOD ELEMENTARY SCHOOL	542.32	35,264	(31,738)	3,526	2,162	591	6,279
0631	FLOROSA ELEMENTARY SCHOOL	551.14	35,838	(32,254)	3,584	2,197	600	6,381
0641	FT. WALTON BEACH HIGH SCHOOL	1,476.58	96,015	(86,414)	9,601	5,887	1,608	17,096
0651	BRUNER MIDDLE SCHOOL	769.47	50,035	(45,032)	5,003	3,068	838	8,909
0671	LEWIS SCHOOL	688.74	44,785	(40,307)	4,478	2,746	750	7,974
0681	LONGWOOD ELEMENTARY SCHOOL	560.59	36,452	(32,807)	3,645	2,235	610	6,490
0701	OKALOOSA TECHNICAL COLLEGE	26.20	1,704	(1,534)	170	N/A	N/A	170
0721	OKALOOSA STEMM ACADEMY	314.68	20,462	(18,416)	2,046	1,255	343	3,644
0731	WALKER ELEMENTARY SCHOOL	863.03	56,119	(50,507)	5,612	3,441	940	9,993
0741	BLUEWATER ELEMENTARY SCHOOL	985.12	64,057	(57,651)	6,406	3,928	1,073	11,407
0751	ANTIOCH ELEMENTARY SCHOOL	950.64	61,815	(55,634)	6,181	3,790	1,035	11,006
0761	DAVIDSON MIDDLE SCHOOL	1,105.94	71,914	(64,723)	7,191	4,409	1,204	12,804
0771	DESTIN MIDDLE SCHOOL	826.80	53,763	(48,387)	5,376	3,296	900	9,572
0801	RICHBOURG SCHOOL	91.56	5,954	N/A	5,954	365	100	6,419
0811	SOUTHSIDE PRIMARY SCHOOL	195.64	12,721	N/A	12,721	780	213	13,714
TOTAL		28,948.68	\$ 1,882,387	\$ (1,670,198)	\$ 212,189	\$ 115,312	\$ 31,497	\$ 358,998

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Destin High School

CENTER NUMBER: 9700

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 37,394		\$ 37,394
Sub-Total (Page 1 Only)				\$ 37,394	\$ -	\$ 37,394
GRAND TOTAL				\$ 37,394	\$ -	\$ 37,394

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Liza Jackson Preparatory School

CENTER NUMBER: 9807

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 74,977		\$ 74,977
Sub-Total (Page 1 Only)				\$ 74,977	\$ -	\$ 74,977
GRAND TOTAL				\$ 74,977	\$ -	\$ 74,977

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: NWFSC Collegiate High School

CENTER NUMBER: 9805

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 113,160		\$ 113,160
Sub-Total (Page 1 Only)				\$ 113,160	\$ -	\$ 113,160
GRAND TOTAL				<u>\$ 113,160</u>	<u>\$ -</u>	<u>\$ 113,160</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Okaloosa Academy

CENTER NUMBER: 9800

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 12,775		\$ 12,775
Sub-Total (Page 1 Only)				\$ 12,775	\$ -	\$ 12,775
GRAND TOTAL				\$ 12,775	\$ -	\$ 12,775

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Crestview Youth Academy

CENTER NUMBER: 9811

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 2,447		\$ 2,447
Sub-Total (Page 1 Only)				\$ 2,447	\$ -	\$ 2,447
GRAND TOTAL				\$ 2,447	\$ -	\$ 2,447

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Crestview Youth Academy (Non-Secured)

CENTER NUMBER: 9821

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 1,631		\$ 1,631
Sub-Total (Page 1 Only)				\$ 1,631	\$ -	\$ 1,631
GRAND TOTAL				\$ 1,631	\$ -	\$ 1,631

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Northwest Florida Ballet Academie

CENTER NUMBER: 9818

PROJECT NAME: Instructional Materials - Textbooks

PROJECT NUMBER: 3105

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0510	SUPPLIES	5100	BASIC EDUCATION (K-12)	\$ 879		\$ 879
Sub-Total (Page 1 Only)				\$ 879	\$ -	\$ 879
GRAND TOTAL				\$ 879	\$ -	\$ 879

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Okaloosa Regional Detention Center

CENTER NUMBER: 9813

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 759		\$ 759
Sub-Total (Page 1 Only)				\$ 759	\$ -	\$ 759
GRAND TOTAL				<u>\$ 759</u>	<u>\$ -</u>	<u>\$ 759</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Okaloosa Youth Academy

CENTER NUMBER: 9812

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 3,894		\$ 3,894
Sub-Total (Page 1 Only)				\$ 3,894	\$ -	\$ 3,894
GRAND TOTAL				\$ 3,894	\$ -	\$ 3,894

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Teaching Adjudicated Youth Facility

CENTER NUMBER: 9819

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 325		\$ 325
Sub-Total (Page 1 Only)				\$ 325	\$ -	\$ 325
GRAND TOTAL				\$ 325	\$ -	\$ 325

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Remittances, Transfers, & Fund Balance

CENTER NUMBER: 9026

PROJECT NAME: Instructional Materials - Textbooks

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)	\$ 1,670,198		\$ 1,670,198
0997	RESERVE - PROJECTS	9890	RESERVES	146,608		146,608
Sub-Total (Page 1 Only)				\$ 1,816,806	\$ -	\$ 1,816,806
GRAND TOTAL				\$ 1,816,806	\$ -	\$ 1,816,806

Excerpt from The 2021 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 2021 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: 2022-021
CONTACT: Vince Windham
Program Director – Purchasing
TELEPHONE: 833-7668

TO: School Principals
FROM: Julie Perry, Interim Chief Financial Officer / Budgeting Director
DATE: April 5, 2022
SUBJECT: Textbook Ordering Procedures – Fiscal Year 2022-2023

As schools approach the end of the 2021-2022 school year they must begin planning for the 2022-2023 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 2022-2023 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 2022-2023, 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.fsbd.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.fsbd.com, use one of the following procedures:

AS/400 ON-LINE TEXTBOOK PROCEDURES WHEN USING CURRENT FISCAL YEAR FUNDING (2021-2022)

1. If your 2022-2023 textbook order is going to be funded from 2021-2022 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 (2022-2023)

1. If your 2022-2023 textbook order is going to be funded from 2022-2023 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 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