

Instructional Materials, EMAT, and Ordering

- Proclamation 2015
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- Purchasing and Bundling Sample Options
- EMAT Access and Ordering in EMAT
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- Shipping
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- Reports in EMAT

Proclamation 2015

- Social Studies K–12
- Math 9–12
- Fine Arts K–12

Districts should start planning early for new materials. Electronic samples can be reviewed at regional education service centers or on the TEA website.

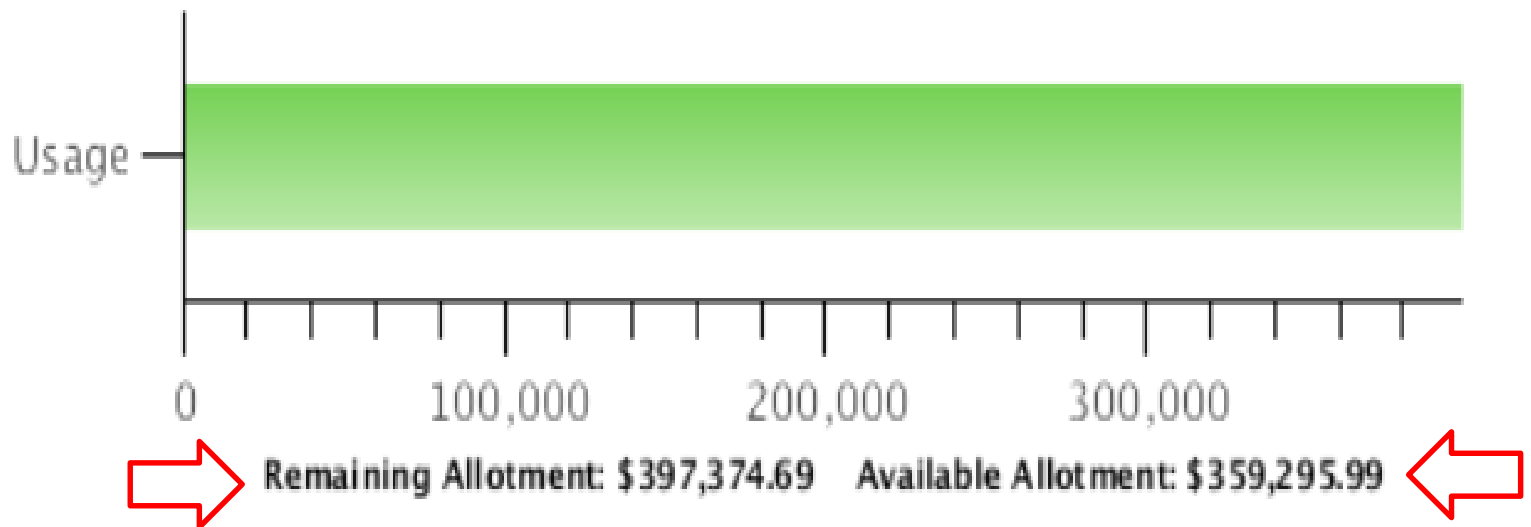


Instructional Materials Allotment

- Districts and charters can start ordering for the 2015–2016 school year as soon as EMAT reopens.
- Each district and charter school will learn the amount of its 2015–2016 IMA after the legislature has made the appropriation for the biennium.
- Districts and charters will be able to spend their prior year balance along with 80% of their new IMA, unless new legislation dictates otherwise.
- As with all state funding, the IMA will be available after September 1, 2015, when revenue becomes available.

Instructional Materials Allotment

After the appropriations are made and entered into EMAT, the **remaining allotment** will include the prior year carryover and the 2015–2016 IMA. The **available allotment** will include the prior year carryover plus 80% of the 2015–2016 IMA.



Delayed Payment Option

Authorized under Texas Education Code §31.0215

19 Texas Administrative Code §66.1327

- (a) A school district or an open-enrollment charter school may requisition and receive state-adopted instructional materials before instructional materials allotment (IMA) funds for those materials are available.
- (b) The total cost of materials included in a district's or charter school's requisition(s) pursuant to this section may not exceed 80% of a school district's or open-enrollment charter school's expected IMA for the subsequent fiscal year.
- (c) When a district or charter school submits a requisition for instructional materials under this section, the Texas Education Agency (TEA) will expend a district's or charter school's existing IMA balance before applying the delayed payment option.
- (d) The TEA will make payment for any remaining balance for a district's or charter school's order under this section as the IMA funds become available.
- (e) The TEA will prioritize payment for requisitions under this section over reimbursement of purchases made directly by a school district or an open-enrollment charter school.
- (f) Publishers may decline orders for which payments could be delayed. A publisher's decision to decline an order under this section shall affect all of that publisher's orders for which payments could be delayed. Publishers may not selectively decline orders from individual districts or charter schools.

Purchasing & Bundling Sample Options

Important Terms

- **Ancillaries**—Those materials not listed on a publisher’s *Statement of Intent to Bid* but that the publisher plans to provide to districts and open enrollment charter schools free with each order
Ancillaries are not reviewed by panel members at the state level and are not adopted or sanctioned by the State Board of Education (SBOE).
- **Consumable**—Instructional material that is intended to be written in, depleted, or otherwise consumed during the first year of use

Important Terms

- **Non-Consumable**—Components that are considered self-sufficient for the entire period of the adoption
- **Program**—A publisher’s product intended for use in a specific course

A program includes all student and teacher components. Each program must meet at least 50% of the TEKS and 100% of the ELPS to be available for ordering by districts through EMAT.

Important Terms

- **Replacement Cost**—The cost for the individual components of a program that are available to order directly from the publisher
- **Student Component**—Any instructional materials that are specifically intended for use by the student
The student components may include print and non-print materials such as student editions, workbooks, and online materials.

Important Terms

- **Teacher Component**—Any resources that are specifically intended for use by a teacher
The teacher components may include print and non-print materials such as teacher editions, workbooks, and online materials.
- **Unit Price**—The price specified by the publisher for one copy, subscription, etc. of a program, which can be a “stand alone” student edition or teacher system

Publisher Bid Examples

- The next 3 slides show publisher bid examples on Proclamation 2015 products.
- Publisher 2 and publisher 3 examples show additional options based on discounts for multiple products or discounts for the number of products purchased.

Publisher 1 Example

- 8 year print consumable + digital
- 4 year print consumable + digital
- 1 year print consumable + digital
- 8 year digital
- 4 year digital
- 1 year digital
- Hard copy + 8 year digital

Publisher 2 Example

- 4 year digital
- 2 year digital
- 1 year digital
- 8 year digital + print
- 8 year digital + print (purchased with 3 additional products from same publisher in same subject area)
- 8 year digital + print (purchased with 2 additional products from same publisher in same subject area)


Publisher 3 Example

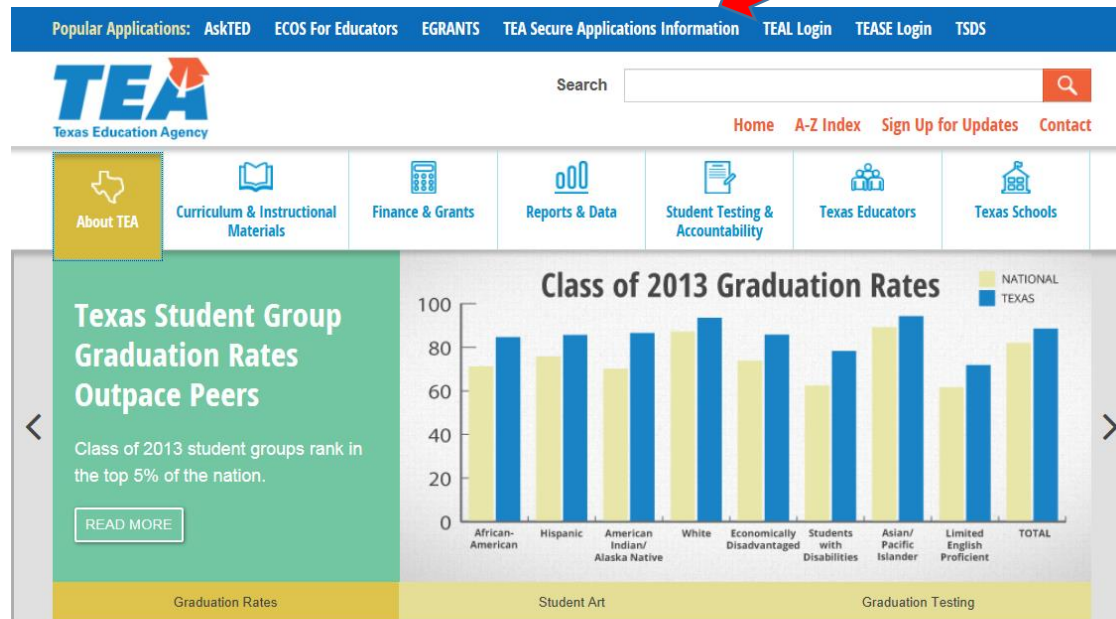
- Price for less than 30
- Price for 30 +
- Teacher's edition purchased separately

- *The listing in EMAT will indicate if the teacher's edition needs to be purchased separately.*
- *The teacher requisition quantity field will be the only option available for teacher-only materials.*

EMAT Access and Ordering in EMAT

EMAT Access

To request EMAT–EVI access, you must first gain TEASE access. Click on this link to apply. 



Popular Applications: [AskTED](#) [ECOS For Educators](#) [EGRANTS](#) [TEA Secure Applications Information](#) [TEAL Login](#) [TEASE Login](#) [TSDS](#)

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Texas Student Group Graduation Rates Outpace Peers

Class of 2013 student groups rank in the top 5% of the nation.

[READ MORE](#)

Class of 2013 Graduation Rates

Group	NATIONAL	TEXAS
African-American	~72	~85
Hispanic	~75	~85
American Indian/Alaska Native	~70	~85
White	~85	~95
Economically Disadvantaged	~75	~85
Students with Disabilities	~65	~80
Asian/Pacific Islander	~85	~95
Limited English Proficient	~65	~75
TOTAL	~80	~88

The Latest TEA News

The latest news from the Texas Education Agency is available through [news releases](#), [online correspondence](#), [mailing lists](#), and other posted information.

[Student Testing & Accountability](#) [About](#) [Texas Schools](#)

EMAT Access

Scroll down until you find the EMAT/EVI application and click to request access.

[Home](#)

TEA Secure Applications Information



Welcome to the TEA secure applications page. This page is for school officials and other users who need to access information and reports that are stored in our secure environment. Users will need to apply for an account to gain access to the applications.

TEA Login (TEAL) is our new system, which replaces our older system, TEA Secure Environment (TEASE). To determine which environment an application is in, consult the Application Reference below. [Overview and Help](#)

Users with Accounts:

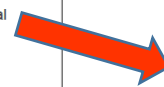
TEASE
Login

TEAL
Login

Applications Reference and Information on Applying for Accounts

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Application Description	Environment	Request Access	Contact Information
EMAT/EVI Educational Materials Online	TEASE	Instructions for JJAEs (PDF, 93 KB) Request Access Online	Division of Instructional Materials and Educational Technology E-mail contact



TEASE Log-in

Go to <http://seguin.tea.state.tx.us/apps/logon.asp>.
Enter user name and password.

To log on, type your username and password and then click "Continue". If you do not wish to log on at this time, click the "Cancel" button. Please refer to the [link](#) for more information.

Welcome! Please Log On.

NOTICE: TEA Web Applications **will not** be available each **Sunday** morning from **5:00AM** to **2:00 PM** due to routine maintenance. Please do not access your application during this time period: **you could lose data.**

IMPORTANT NOTICE: [Keep your email address up-to-date](#)

Username

Password

[Did you forget your password?](#)

Please note the following terms of usage:

1. Unauthorized use is prohibited;
2. Usage may be subject to security testing and monitoring;
3. Misuse is subject to criminal prosecution; and
4. No expectation of privacy except as otherwise provided by applicable privacy laws.

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system.

Request New TEA user Account

Fill out all the required information. The organization number will be requested at the bottom of the page. The following notice will display:



Request New TEA SE User Account

If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "Add/Modify Application Access" from Application List page.

Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

EMAT and EVI - Order Materials

- EMAT and EVI - Order Materials
- EvenStart Program (TESPIRS)
- Expenditure Reporting
- Foundation School Program Application
- Foundation School Program Demo Application
- Foundation School Program Training Application
- General Educational Development
- High Cost Fund Eligibility Application
- Human Resources Reporting System
- Intervention, Stage, and Activity Manager – Enhanced
- Master Teacher Online Grant Application
- No Child Left Behind Reports
- Physical Fitness Assessment Initiative
- Physical Fitness Assessment Initiative – Demo
- PIRTS Production
- Residential Facility Tracking Application
- School FIRST
- Special Ed Correspondence & Dispute Resolution Management System
- Special Education Adhoc Reporting System
- State Performance Plan 11 & 12
- State Performance Plan 13
- State Performance Plan 14
- State Performance Plan Indicator 7
- Student Transfer System
- TED - Texas Education Directory
- Texas Educating Adults Management System
- Texas Records Exchange
- Time & Effort Reporting
- TPA Participant Administration
- Training Site for EMAT System

78701-1494

Select Role

Select EMAT/EVI Ordering Access or District Staff View Only Access. The superintendent of the school district will then receive a notice to approve a new user for TEASE access.



EMAT and EVI - Order Materials Select Role(s)

- Roles:**
- Depository
 - District Staff View Only
 - EMAT/EVI Ordering Access
 - ESC Viewer
 - EVI Vendor
 - Freight Vendor
 - Multi-District EMAT/EVI Ordering Access
 - Publisher
 - Statewide View Only
 - STRC Representative
 - TEA Staff
 - Unsure

Prerequisites for Ordering

TEXAS EDUCATION AGENCY
 Favorites | Main Menu > EMAT/EVI > District Start Page

*Select a School Year District/Charter

All prerequisites must be met prior to submitting requisitions or disbursements

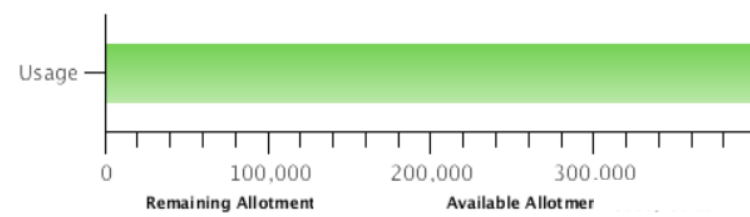
IMA & TEKS Certification form was received on 4/16/2014. [Update Summer Ship Dates](#)

Summer Shipment dates are Required.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2014-2015

Remaining



Usage

0 100,000 200,000 300,000

Remaining Allotment Available Allotment

EMAT

[EMAT Inventory Browser](#)

[Reports](#)

[Allotment Disbursement](#)

[Report Lost/Damaged/Destroyed](#)

[IMA & TEKS Certification Form](#)

EVI

[EVI Enrollment](#)

[EVI Inventory Browser](#)

[Reports](#)

[Report Lost/Damaged/Destroyed](#)

Show Announcements Hide Complete Requisitions

EMAT Requisition List				EVI Requisition List			
Requisition ID	Last Updated	Requisition Type		Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition	NEXT		EVI - Annual Requisition - Audio - LD	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition	NEXT		EVI - Annual Requisition - Audio - VI	Create New Requisition
				NEXT		EVI - Annual Requisition - Braille	Create New Requisition
				NEXT		EVI - Annual Requisition - Large Type	Create New Requisition

New Adoptions in EMAT

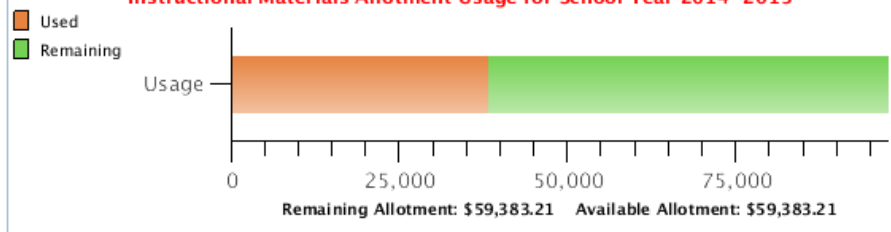
*Select a School Year 2014-2015 District/Charter

All prerequisites must be met prior to submitting requisitions or disbursements

IMA & TEKS Certification form was received on 5/1/2014.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2014-2015



Remaining Allotment: \$59,383.21 Available Allotment: \$59,383.21

[Show Announcements](#) [Hide Complete Requisitions](#)

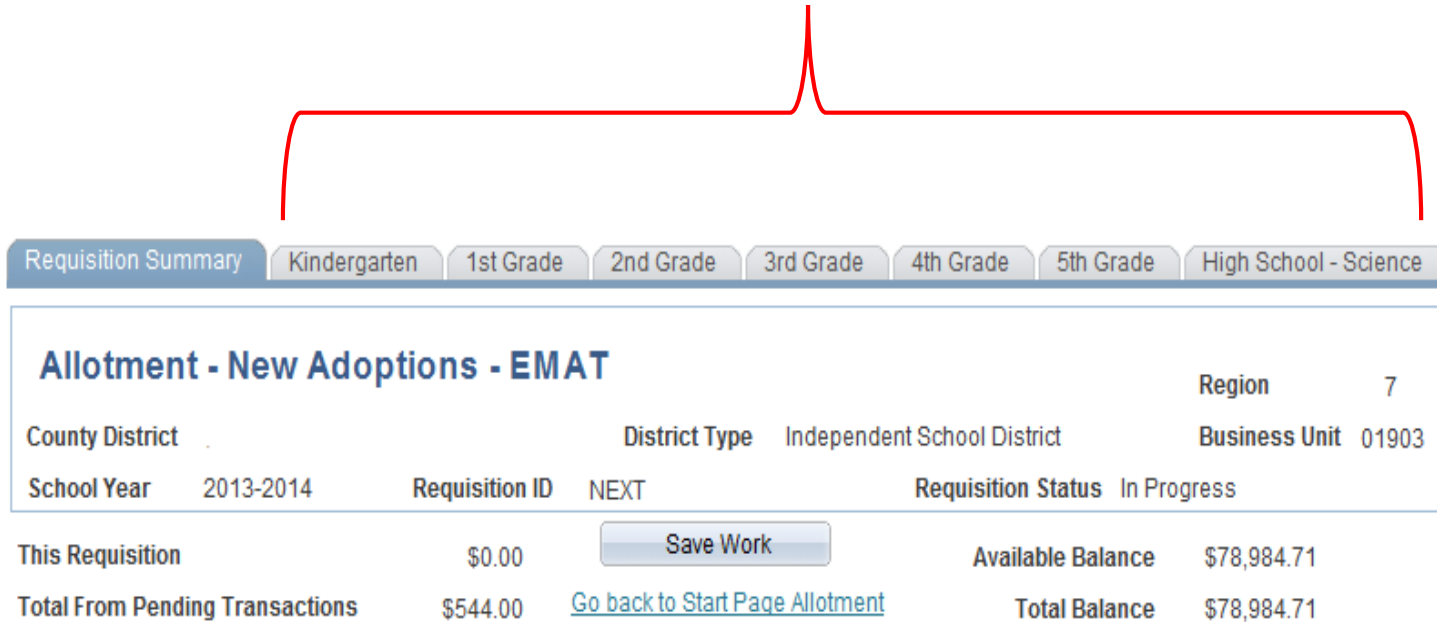
EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
0000127465	11/21/14	Allotment - Continuing Adoptions - EMAT	Complete

EMAT			
EMAT Inventory Browser			
Reports			
Allotment Disbursement			
Report Lost/Damaged/Destroyed			
IMA & TEKS Certification Form			
EVI			
EVI Enrollment			
EVI Inventory Browser			
Reports			
Report Lost/Damaged/Destroyed			

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		EVI - Annual Requisition - Audio - LD	Create New Requisition
NEXT		EVI - Annual Requisition - Audio - VI	Create New Requisition
NEXT		EVI - Annual Requisition - Braille	Create New Requisition

Click the “Create New Requisition” link.

New Adoptions in EMAT

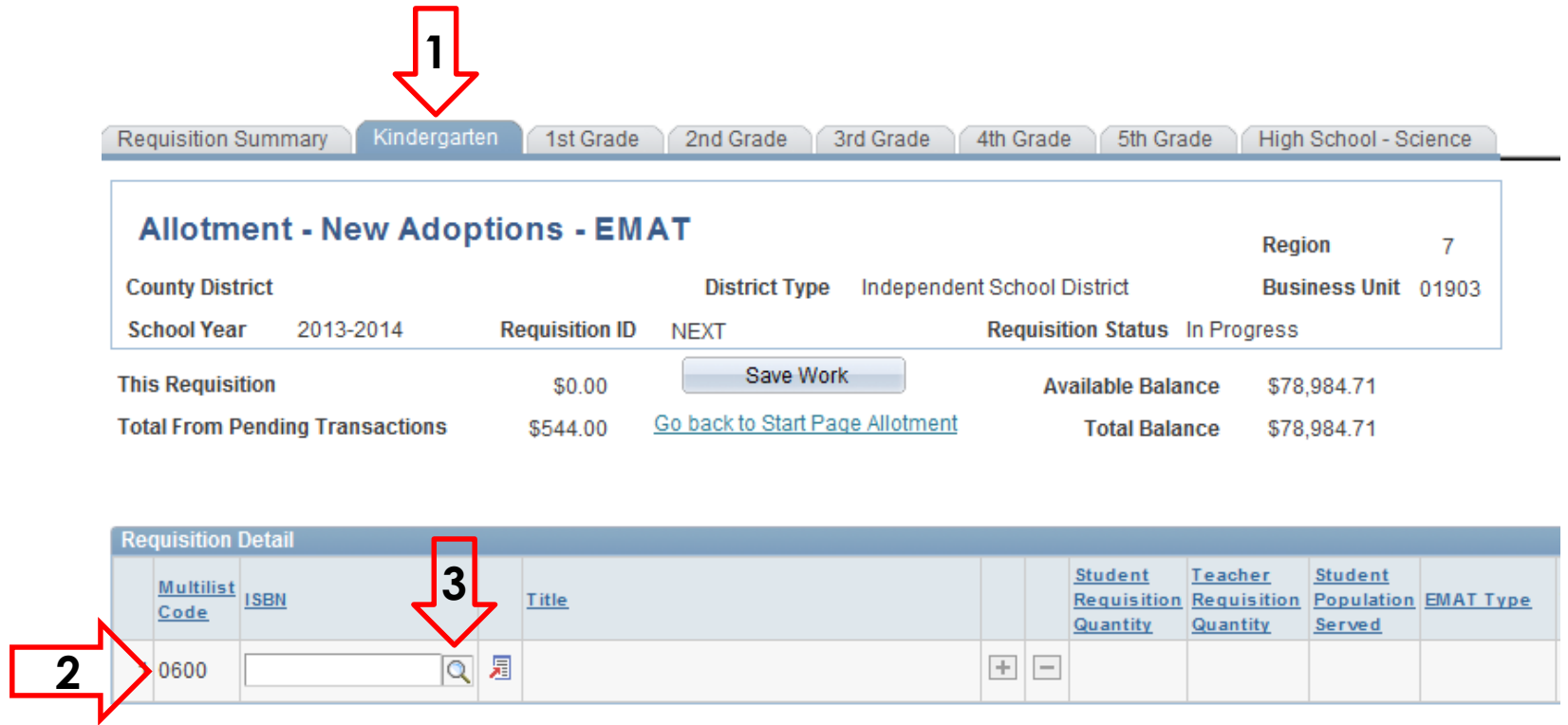


The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Requisition Summary', 'Kindergarten', '1st Grade', '2nd Grade', '3rd Grade', '4th Grade', '5th Grade', and 'High School - Science'. A red bracket highlights the '3rd Grade' and '4th Grade' tabs. Below the navigation bar is a summary box titled 'Allotment - New Adoptions - EMAT' with the following details:

Allotment - New Adoptions - EMAT			Region	7	
County District		District Type	Independent School District	Business Unit	01903
School Year	2013-2014	Requisition ID	NEXT	Requisition Status	In Progress
This Requisition	\$0.00	<input type="button" value="Save Work"/>		Available Balance	\$78,984.71
Total From Pending Transactions	\$544.00	Go back to Start Page Allotment		Total Balance	\$78,984.71

Only tabs with newly adopted materials will be displayed.

New Adoptions in EMAT



The screenshot shows the EMAT interface with the following elements:

- Step 1:** A red arrow points to the 'Kindergarten' tab in the navigation bar.
- Step 2:** A red arrow points to the '0600' Multilist Code in the 'Requisition Detail' table.
- Step 3:** A red arrow points to the magnifying glass icon next to the blank ISBN field in the 'Requisition Detail' table.

Requisition Summary | Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | High School - Science

Allotment - New Adoptions - EMAT

County District: [blank] District Type: Independent School District Region: 7
 School Year: 2013-2014 Requisition ID: NEXT Business Unit: 01903
 Requisition Status: In Progress

This Requisition: \$0.00 [Save Work](#) Available Balance: \$78,984.71
 Total From Pending Transactions: \$544.00 [Go back to Start Page Allotment](#) Total Balance: \$78,984.71

Requisition Detail									
Multilist Code	ISBN	Title			Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	
0600	<input type="text"/>								

1. Click the grade level/subject area tab.
2. Locate the appropriate multiple list code (MLC).
3. Click the magnifying glass to the right of the blank ISBN field.

New Adoptions in EMAT

? Help

Look Up ISBN

Cancel

Search Results

View 100 First ◀ 1-6 of 6 ▶ Last

<u>Multilist Code</u>	<u>ISBN</u>	<u>Item ID</u>	<u>Long Description</u>
0600	9781938662133	000000000000044436	Investigations Bundle 1 yr Subscription (K-5 Cluster)
0600	9781938662140	000000000000044442	Investigations Bundle 2 yr Subscription (K-5 Cluster)
0600	9781938662157	000000000000044457	Investigations Bundle 3 yr Subscription (K-5 Cluster)
0600	9781938662195	000000000000044428	Investigations 1 yr Subscription (K-5 Cluster)
0600	9781938662201	000000000000044449	Investigations 2 yr Subscription (K-5 Cluster)
0600	9781938662218	000000000000044456	Investigations 3 yr Subscription (K-5 Cluster)

Choose the title to be ordered.

New Adoptions in EMAT

Requisition Summary | Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | High School - Science

Allotment - New Adoptions - EMAT

County District: L... Independent School District Region: 7
 Business Unit: 01903
 School Year: 2013-2014 Requisition ID: NEXT Requisition Status: In Progress

This Requisition: \$187.50 Available Balance: \$78,797.21
 Total From Pending Transactions: \$544.00 Total Balance: \$78,797.21

[Save Work](#) [Go back to Start Page Allotment](#)

Requisition Detail

Multilist Code	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEKS %	Mid Cycle	Standard Price	Extended Amount	PEIMS Enrollment
1 0600	9781938662195	Investigations 1 yr Subscription (K-5 Cluster)	25			SBOE Adopted	100.000	<input type="checkbox"/>	\$7.50	\$187.50	

Requisition Summary | Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | High School - Science

1. Click the Item Details icon if needed.
2. Enter the quantity in the *Student Requisition Quantity*.
3. Save your work.

New Adoptions in EMAT

Item Details

Description			
Item Class	Program	ISBN 9780328777777	Item ID 000000000000044476
Title	Digital Math Grade 1, 8 year license		
Author		Copyright	Edition
Comments	ordered per student; 22:1 for teacher material		

Item Attributes			
EMAT Type	SBOE Adopted	Population Basis	Teacher
Class Type		Language	
		Use Ratio	1.000
			<input type="checkbox"/> Consumable <input checked="" type="checkbox"/> Conforming
		TEKS%	100.000

New Adoptions in EMAT





Requisition Summary Pre-Kindergarten Kindergarten 1st Grade **2nd Grade** 3rd Grade 4th Grade 5th Grade 6th Grade 

Allotment - Continuing Adoptions - EMAT

County District District Type Independent School District Region 13
 Business Unit 0B901
 School Year 2014-2015 Requisition ID NEXT Requisition Status In Progress

This Requisition \$0.00 Available Balance \$296,471.60
 Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#) Total Balance \$296,471.60

Requisition Detail

	Multilist Code	ISBN	Title		Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEKS %
1	2004	9780547250212-01	 Texas Journeys (Grade 2)	 + -	<input type="text"/>	<input type="text"/>		SBOE Adopted	100.000
2	2004	<input type="text"/>		+ -	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3	2007	9780547249957-01	 Texas Senderos (Grade 2)	+ -	<input type="text"/>	<input type="text"/>		SBOE Adopted	100.000

- Once an order has been saved and an **In Progress** requisition reopened, the magnifying glass will no longer be available for that row.
- Click on the + sign to get a new row with the same MLC.

New Adoptions in EMAT

Requisition Summary Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade High School - Science

Allotment - New Adoptions - EMAT

County District _____ Independent School District _____ Region 7
 School Year 2013-2014 Requisition ID NEXT _____ Requisition Status In Progress Business Unit 01906

This Requisition \$599.00 [Save Work](#) Available Balance \$29,884.92
 Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#) Total Balance \$29,884.92

Requisition Detail											
Multilist Code	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEKS %	Mid Cycle			
1 6200	9781146871592	Science 1 year subscription Teacher System		1	50	SBOE Adopted	100.000	<input type="checkbox"/>			

[Requisition Summary](#) | [Kindergarten](#) | [1st Grade](#) | [2nd Grade](#) | [3rd Grade](#) | [4th Grade](#) | [5th Grade](#) | [6th Grade](#) | [High School - Science](#)

1. Click the Item Details icon if needed.
2. Enter the quantity in the Teacher Requisition Quantity.
3. Enter the quantity in the Student Population Served.
4. Save your work.

New Adoptions in EMAT

1

Requisition Summary Kindergarten 1st Grade 2nd Grade 3rd Grade

Allotment - New Adoptions - EMAT

County District	001903	District Type	Independen
School Year	2013-2014	Requisition ID	0000115133

This Requisition \$187.50 [Save Work](#)

Total From Pending Transactions \$544.00 [Go back to Start Page Allotmer](#)

<p>Select a Delivery Address</p> <p>Delivery Address <input type="text" value="001903002"/> <input type="button" value="Q"/></p> <p>EMAT Delivery Point 301 E Parker</p> <p>ELKHAR TX 75839</p>	<p>Requisition In</p> <p>Last Updated</p>
<p>Select a Ship Date</p> <p>Shipping Date <input type="text" value="12/09/2013"/> <input type="button" value="S"/></p>	<p>View/Print Options</p> <p>View/Print Requisition Summary</p> <p>View/Print Order List</p>

To submit this requisition, you must enter your orders on the Grade level tabs above, : "Submit to TEA". The requisition will be processed after TEA approval.
To save the requisition without submitting, click "Save Work". You can then come back To cancel the requisition, click "Cancel Requisition". Cancelled requisitions will not be after it has been submitted to TEA.

2

[Submit To TEA](#)

1. Click the Requisition Summary tab.
2. Click Submit to TEA.

Allotment Disbursements

Allotment Disbursements

Districts and open-enrollment charter schools may request an Allotment Disbursement in EMAT to order

- instructional materials not available in EMAT,
- technological equipment, and
- technology services.



Allotment Disbursements

Disbursement

Allotment Disbursement - Instructional Materials		School Year: 2015-2016	
County District: 011901	BASTROP ISD	District Type: Independent School District	Business Unit: 0B901
Transaction ID: NEXT	Transaction Status: In Progress		

This Disbursement: \$0.00 Total Balance: \$102,717.50
 Total from pending transactions: \$0.00 [Go back to Allotment Summary](#) Available Balance: \$102,717.50

Notice: A new "Adopted? Yes/No" field has been added into the instructional materials supplemental disbursement category. If your district or open-enrollment charter is purchasing a product that is a component of a state-adopted product, please answer "Yes." Also, if your district is purchasing a product that is state-adopted but is not offered in EMAT for any reason (e.g., with a special pricing option), please answer "Yes" in this field.

Choose a disbursement category by clicking on the magnifying glass next to the disbursement category box below. A row will be available to enter information about the instructional materials, technological equipment, or technology services you are requesting approval to purchase with IMA funds. Some fields may not apply, but an entry must be made in each field to successfully submit the request. To add another row, click on the + sign at the end of the line.

Once the disbursement request has been approved, the status will be "Approved." When the funds are sent electronically to your district, you will receive an email with the payment information. Districts should allow 7-10 business days for receipt of funds after approval.

Disbursement requests from the 2015-2016 IMA allocation will be "Pre-approved" until funds become available sometime after September 1, 2015.

Please contact the publisher or vendor to purchase the materials requested on the disbursement.

Freight Charges for Disbursements:
In-State Freight charges: TEA will pay freight charges for shipments within the state. Districts must submit these freight charges as a disbursement using the In-State Freight charges disbursement category.
Out-of-state Freight charges: A district may enter a disbursement for Out-of-State freight charges. These charges will be deducted from the district's IMA account.

Allotment Disbursement Information Last User to Update Certified By Certifier Phone	View/Print Options View/Print Disbursement Summary
Disbursement Lines	
Disbursement Category <input type="text"/> <input type="button" value="🔍"/>	

Click on the magnifying glass and select the correct category.



Allotment Disbursements

made in each field to successfully submit the request. To add another row, click on the + sign at the end of the line.

Once the disbursement request has been approved, the status will be "Approved." When the funds are sent electronically to your district, you will receive an email with the payment information. Districts should allow 7-10 business days for receipt of funds after approval.

Disbursement requests from the 2015-2016 IMA allocation will be "Pre-approved" until funds become available sometime after September 1, 2015.

Please contact the publisher or vendor to purchase the materials requested on the disbursement.

Freight Charges for Disbursements:

In-State Freight charges: TEA will pay freight charges for shipments within the state. Districts must submit these freight charges as a disbursement using the In-State Freight charges disbursement category.

Out-of-state Freight charges: A district may enter a disbursement for Out-of-State freight charges. These charges will be deducted from the district's IMA account.

Last User to Update		View/Print Disbursement Summary	
Certified By			
Certifier Phone			

Disbursement Lines						
Disbursement Category <input type="text" value="BLM"/> <input type="button" value="Q"/> Bilingual Materials <input type="button" value="+"/> <input type="button" value="-"/>						
	*Publisher	*Title	*ISBN	*Language	*Subject	*Course N
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All fields must be filled in. Certify and Submit.

Allotment Disbursements



TEXAS EDUCATION AGENCY

Disbursement Summary Technological Equipment

County District : 019902 HOOKS ISD
Transaction ID: D000065553
Last Updated By JWARREN 06/13/2014 12:32:53

School Year : 2014-2015
Status : Approved
Total : \$2,346.00

Laptop

\$1,817.00

*Grade Level	Grades K-12
*Manufacturer	Apple
*Product Description	MACBOOK PRO 15 - INCH
*# of Students Served	850
*Primary Use	All Subjects
*Assistive Technology	No
*Quantity	1

This document can be printed from your disbursement page and sent to your finance, curriculum, and technology departments so they are fully informed.

Shipping

In State Freight Charges

- TEA will pay freight charges for materials shipped within the state. Districts must submit these freight charges as a disbursement using the **In-State Freight** charges disbursement category.
- In-state freight charges will not show up on the Allotment Report.
- **PLEASE NOTE**—Multiple in-state freight charges will be totaled together on the “View Payment Information” link.

Allotment Disbursement Information

Last User to Update

Certified By

Certifier Phone

View/Print Options

[View/Print Disbursement Summary](#)

Disbursement Lines Find First 1 of 1 Last

Disbursement Category In State Freight Charges + -

#	Long Description	From Zip Code	To Zip Code	Qty	Unit Price	Extended Amount		
1		<input type="text"/>	<input type="text"/>	1.00			<input type="button" value="+"/>	<input type="button" value="-"/>

Find | | First 1 of 1 Last

Out of State Freight Charges

A district may enter a disbursement for **out-of-state** freight charges. These charges will be deducted from the district's IMA account.

Allotment Disbursement Information				View/Print Options																			
Last User to Update				View/Print Disbursement Summary																			
Certified By																							
Certifier Phone																							
Disbursement Lines																							
Disbursement Category <input type="text" value="SHIP"/> <input type="button" value="🔍"/>				Out of State Freight Charges <input type="button" value="+"/> <input type="button" value="-"/>																			
<table border="1"> <thead> <tr> <th colspan="6">Find <input type="button" value="🔍"/> <input type="button" value="📄"/> First 1 of 1 Last</th> </tr> <tr> <th></th> <th>Long Description</th> <th>Qty</th> <th>Unit Price</th> <th>Extended Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td>1.00</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table>						Find <input type="button" value="🔍"/> <input type="button" value="📄"/> First 1 of 1 Last							Long Description	Qty	Unit Price	Extended Amount		1	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Find <input type="button" value="🔍"/> <input type="button" value="📄"/> First 1 of 1 Last																							
	Long Description	Qty	Unit Price	Extended Amount																			
1	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
<input type="button" value="Certify & Submit"/>																							

Disbursement Reminders

- Provide specific per-student or per-package quantity and unit price when they are available.
- If you have questions about which disbursement category an item belongs in, call the IMET division or email instructional.materials@tea.texas.gov.
- Delete any blank lines by clicking on the minus (-) sign.
- Save your work before clicking Certify and Submit.

Disbursement requests will be processed within 15 days of receipt unless there is a need for additional information or clarification.

Disbursement Reminders

- Use the Bilingual Materials category to separate bilingual materials from supplemental materials.
- Use the plus (+) sign to add a category.

Allotment Disbursement Information

Last User to Update
Certified By
Certifier Phone

View/Print Options

[View/Print Disbursement Summary](#)

Disbursement Lines

Disbursement Category Bilingual Materials + -

	*Publisher	*Title	*ISBN	*Language	*Subject	*Course Name
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

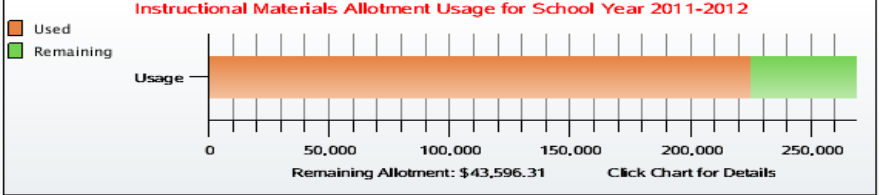
Allotment Inquiry and Reports

All prerequisites must be met prior to submitting requisitions or disbursements

Local Board of Trustees Certification form was received on 7/19/2011.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012




Remaining Allotment: \$43,596.31 [Click Chart for Details](#)

EMAT

[EMAT Inventory Browser Reports](#)
[Allotment Disbursement](#)

EVI

[EVI Enrollment](#)
[EVI Inventory Browser Reports](#)
[Ship to STRC](#)



Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
0000073763	07/22/11	Allotment - Supplemental - EMAT	Submitted
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete
0000073759	07/22/11	Allotment - New Adoptions - EMAT	Complete
0000073762	07/22/11	Allotment - Continuing Adoptions - EMAT	Complete

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		EVI - Supplemental - Braille	Create New Requisition
NEXT		EVI - Supplemental - Large Type	Create New Requisition

From the District Start Page, double-click the allotment bar graph in the left center of the page.

Allotment Inquiry and Reports

The **Allotment Summary Page** displays a summary of all transactions both pending and complete that affect a district's allotment balance.

Allotment Summary			
County District	2	FORT STOCKTON ISD	Region
Business Unit	BA902	District Type	Independent School District
		Status	Active

School Year 2014-2015 [Allotment Report](#) [Go back to Start Page Allotment](#)

Instructional Materials Allotment Summary			
2014-2015 Allotment	\$190,393.48	Total Allotment	\$397,374.69
Prior Year Carryover	\$206,981.21	Requisitions:	
Adjustments	\$0.00	Completed	\$-293,607.42
		Pending	\$0.00
Total Allotment	\$397,374.69	Disbursements:	
		Completed	\$0.00
		Pending	\$-105.30
		Allotment Used	\$-293,712.72
		Allotment Remaining	\$103,661.97

410 Accounting

Disbursement funds come into the district or charter through the district's 410 revenue account 5829.

Unused funds remaining at the end of the year in the 410 account will roll forward to the next fiscal year.



Questions or Assistance

Instructional Materials and Educational Technology

instructional.materials@tea.texas.gov

(512) 463-9601