Instructional Materials, EMAT, and Ordering
Topics

- Proclamation 2015
- Instructional Materials Allotment (IMA)
- Publisher Deferred Payment
- Purchasing and Bundling Sample Options
- EMAT Access and Ordering in EMAT
- Allotment Disbursements
- Shipping
- Disbursement Reminders
- Reports in EMAT

© Texas Education Agency. All rights reserved.
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.

Remaining Allotment: $397,374.69  Available Allotment: $359,295.99
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)
• 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
To request EMAT–EVI access, you must first gain TEASE access. Click on this link to apply.
Scroll down until you find the EMAT/EVI application and click to request access.
Go to http://seguin.tea.state.tx.us/apps/logon.asp.
Enter user name and password.
Fill out all the required information. The organization number will be requested at the bottom of the page. The following notice will display:
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.
New Adoptions in EMAT

Click the “Create New Requisition” link.
New Adoptions in EMAT

Only tabs with newly adopted materials will be displayed.
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.
Choose the title to be ordered.
1. Click the Item Details icon if needed.
2. Enter the quantity in the **Student Requisition Quantity**.
3. Save your work.

© Texas Education Agency. All rights reserved.
New Adoptions in EMAT

Item Details

- **Item Class**: Program
- **Title**: Digital Math Grade 1, 8 year license
- **Author**: ordered per student; 22:1 for teacher material

Item Attributes

- **EMAT Type**: SBOE Adopted
- **Class Type**: Language
- **Use Ratio**: 1.000
- **TEKS %**: 100.000

© Texas Education Agency. All rights reserved.
• 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.
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.
1. Click the Requisition Summary tab.
2. Click Submit to TEA.
Allotment Disbursements
Distriicts 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.
**Instructional Materials**
- Instructional materials not available on the adopted list

**Technology Services**
- Contracted services for technology
- Training for providing access to technological equipment for instruction
- Salary for providing technical support for use of technological equipment

**Technology**
- Computers
- eBook readers
- Mobile devices
- Interactive white boards

© Texas Education Agency. All rights reserved.
Allotment Disbursements
Allotment Disbursements

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.

Click on the magnifying glass and select the correct category.
Allotment Disbursements

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.

All fields must be filled in. Certify and Submit.
Allotment Disbursements

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
* 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

$1,817.00

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

© Texas Education Agency. All rights reserved.
Shipping
• 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.
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.
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.*
• Use the Bilingual Materials category to separate bilingual materials from supplemental materials.

• Use the plus (+) sign to add a category.
From the District Start Page, double-click the allotment bar graph in the left center of the page.
The **Allotment Summary Page** displays a summary of all transactions both pending and complete that affect a district's allotment balance.

<table>
<thead>
<tr>
<th>Allotment Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County District</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>049902</td>
</tr>
<tr>
<td><strong>District Type</strong></td>
<td>Independent School District</td>
</tr>
<tr>
<td><strong>Region</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Active</td>
</tr>
</tbody>
</table>

**School Year 2014-2015**

<table>
<thead>
<tr>
<th>Instructional Materials Allotment Summary</th>
<th>Allotment Report</th>
<th>Go back to Start Page Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2014-2015 Allotment</strong></td>
<td>$190,393.48</td>
<td><strong>Total Allotment</strong></td>
</tr>
<tr>
<td><strong>Prior Year Carryover</strong></td>
<td>$206,981.21</td>
<td><strong>Requisitions:</strong></td>
</tr>
<tr>
<td><strong>Adjustments</strong></td>
<td>$0.00</td>
<td><strong>Completed</strong></td>
</tr>
<tr>
<td><strong>Total Allotment</strong></td>
<td>$397,374.69</td>
<td><strong>Pending</strong></td>
</tr>
<tr>
<td><strong>Disbursements:</strong></td>
<td></td>
<td><strong>Completed</strong></td>
</tr>
<tr>
<td><strong>Pending</strong></td>
<td></td>
<td><strong>Pending</strong></td>
</tr>
<tr>
<td><strong>Allotment Used</strong></td>
<td>$-293,712.72</td>
<td></td>
</tr>
<tr>
<td><strong>Allotment Remaining</strong></td>
<td>$103,661.97</td>
<td></td>
</tr>
</tbody>
</table>

© Texas Education Agency. All rights reserved.
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