

# What can I Do With My Out Of Adoption and Surplus Materials

- Instructional Materials
- Technological Equipment

# First Things First

TEXAS EDUCATION AGENCY's rules on the sale or disposal of Instructional Materials and Technological Equipment.

**Texas Administrative Code Rule 66.1317  
Sale or Disposal of Instructional Materials  
and Technological Equipment.**

The board of trustees of a school district or governing body of an open-enrollment charter school must notify the Texas Education Agency of its intent to sell or dispose of instructional materials or technological equipment by a process established by the commissioner of education.

## **Sale of instructional materials and technological equipment.**

- (A) The board of trustees or governing body may sell any printed or electronic instructional materials purchased with the district's or charter's instructional materials allotment on the date the instructional material is discontinued for use in the public schools.
- (B) The ability of the board of trustees or governing body to sell or dispose of online or electronic instructional materials is conditional on the terms of any applicable licensing agreement.
- (C) The board of trustees or governing body may sell technological equipment owned by the district or charter that was purchased with the district's or charter's instructional materials allotment.
- (D) The board of trustees or governing body must report to the commissioner the amount of funds to be received from the sale of the instructional materials and technological equipment, identify the purchaser, and identify the instructional materials and/or technological equipment to be sold.
- (E) Funds received by a district or charter from a sale of instructional materials or technological equipment purchased with the instructional materials allotment must be used to purchase instructional materials and technological equipment allowed under the **Texas Education Code, §31.0211.**
- (F) The board of trustees or governing body must certify to the commissioner that the new instructional materials acquired from the sale of discontinued instructional materials will cover the Texas essential knowledge and skills and be made available to students and/or teachers.

## ***Disposal of instructional materials and technological equipment***

- The board of trustees or governing body may dispose of printed instructional material before the date the instructional material is discontinued for use in the public schools by the State Board of Education if the board of trustees or governing body determines that the instructional material is not needed by the district or charter and the board of trustees or governing body does not reasonably expect that the instructional material will be needed.
- The board of trustees or governing body shall determine how the district or charter will dispose of discontinued printed instructional materials and technological equipment.
- The board of trustees or governing body must notify the commissioner prior to the disposal of any instructional materials. The notice must identify the instructional materials to be disposed and the method of disposal.
- A regional education service center (ESC) may dispose of instructional materials one year after adoption by the State Board of Education or the commissioner as determined by the ESC executive director.

Print Form

## Instructional Materials or Technological Equipment Sale or Disposal Notification Form

### General Information

Prior to the sale or disposal of instructional materials, the district or open-enrollment charter school must notify Texas Education Agency (TEA) of its intent to sell or dispose of instructional materials or technological equipment. Upon notification, TEA will enter inventory adjustments into EMAT for each transaction of instructional materials that are sold, disposed of, or acquired through the sale of instructional materials.

The local board or governing body president and secretary must sign the completed Instructional Materials or Technological Equipment Sale or Disposal Notification Form(s). Submit all sale or disposal forms via email to [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov) as an attachment.

**Districts and open-enrollment charter schools must consider the following before selling or disposing of instructional materials:**

- Instructional materials used by the district should collectively cover all elements of the essential knowledge and skills of the required curriculum, other than physical education, for each subject and grade level.
- Worn-out materials may be sold for recycling when the district declares them unsuitable for student use. Alternatively, worn-out materials may be sold to a reseller that will re-bind the materials and make them suitable for classroom use.
- The local board of trustees or governing body must reasonably expect that these materials will not be needed for several years. Some elective subject materials may qualify as materials the district will not need for several years if the electives will not be offered.
- Any funds received by the district or school from the sale of instructional materials must be used to purchase instructional materials or technological equipment allowed under Texas Education Code §31.0211.

### District Information

Seller district or open enrollment charter school name

Seller county district ID  Receiving company name

Total dollar amount collected from the sale  Select one (if sale)

Total dollar amount collected from the recycle  Select one (if recycle)

Total dollar amount collected from the disposal  Select one (if disposal)

A district or charter school shall report actual amounts to TEA after the transaction has been completed.

Check here if you are submitting a revised form with actual dollar amounts.

**The funding from this transaction will be used to purchase the following (select all that apply):**

Instructional Materials  Technology Services  Technological Equipment

**District or open enrollment charter school contact information:**

Name  Email Address

Phone Number

Print Form

## Instructional Materials or Technological Equipment Sale or Disposal Notification Form

### Instructions for In-Adoption and Out-of-Adoption Materials

Complete the appropriate sections below for all instructional materials that the local board of trustees or governing body is selling or disposing of. Districts are not required to report any items that were purchased with local funds or free materials (ancillaries) sent by publishers directly to the district or charter school. For technological equipment, districts are only required to report equipment purchased through their instructional materials allotment (IMA).

### In-Adoption Materials or Technological Equipment ONLY

Select one

ISBN (if applicable)	Title or Description	Subject Area	Qty	Asset Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Item

### Out-of-Adoption Materials Only

Select one

Subject Area(s)	Qty
<input type="text"/>	<input type="text"/>

### Authorized Signatures

Local Board President (print name)

Secretary (print name)

Local Board President (signature)

Secretary (signature)

# Information Needed to Complete Form

- Seller District or Open Enrollment Charter School Name
- Seller County District ID (County District Number)
- Company who bought materials
- Estimated Total Dollar Amount collected from the sale, disposal or recycle. (*The actual amount can be reported to TEA after the transaction has been completed.*)
- You will need the information for In-Adoption materials ISBN, Title, Subject, Quantity and dollar amount.
- Indicate which category the funding from this transaction will be used.
- Your contact information; name, email and phone
- Don't forget signatures required; Local Board President and Secretary



# Send form to TEA

- Fax to: *512-475-3612*
- Scan and email to;  
[\*instructional.materials@tea.state.tx.us\*](mailto:instructional.materials@tea.state.tx.us)
- Need assistance call TEA 512-463-9601

Ask for **Instructional Materials Ordering and Distribution Department.**

# Now Some Helpful Information

## **Out Of Adoption Materials;**

*You can sell, donate and recycle*

- If you sell your materials look for the vendor that will give you the most \$\$\$\$ , I always start off with our two used Textbooks vendors.  
You can also sell in a public auction.
- If you donate your materials, again I always start with our two used Textbooks vendors. There are also non-profit organizations like the Rotary Club, Boy Scouts, International Children, Churches, they will vary from location to location.
- If you recycle your materials, again look for vendors you will get the most \$\$\$\$ with the least amount of effort. There are many recyclers out there, the internet is a good source to find book recyclers. The price for recycled books will vary week to week.

# Surplus In Adoption Materials;

## *You can sell or donate*

- If you sell your materials look for the used Textbook vendor that will give you the most \$\$\$\$, email a list of titles with ISBN numbers you wish to sell to as many as possible. The internet is a great source to locate such vendors. You can also sell in a public auction.
- If you donate your materials. again I always start with our two used Textbooks vendors. There are also non-profit organizations like the Rotary Club, Boy Scouts, International Children, Churches, they will vary from location to location.
- You can recycle but not recommended

# Worn Out/Damaged Materials;

*You can sell, donate, recycle and don't forget about rebinding*

- If you sell your materials look for the vendor that will give you the most \$\$\$\$ I always start off with our two used Textbooks vendors.  
You can also sell in a public auction.
- If you donate your materials, again I always start with our two used Textbooks vendors. There are also non-profit organizations like the Rotary Club, Boy Scouts, International Children, Churches, they will vary from location to location.
- If you recycle your materials, again look for vendors you will get the most \$\$\$\$ with the least amount of effort. There are many recyclers out there, the internet is a good source to find book recyclers. The price for recycled books will vary week to week.

# Technology Equipment and Devices;

*You can sell, donate and recycle*

- If you sell your materials look for the vendor that will give you the most \$\$\$\$  
You can also sell in a public auction.



# ***Questions and Discussion***

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