

**Welcome
to
Instructional Materials
EMAT Training
Allotment**

August 1, 2011



Text or Email Questions To:

- Text 512.567-0857
- Email textbook.texas.net



Your Training TEAM

- Karla Christman, *TCAT*
- John Lopez, *TEA*
- Amy McClintic, *Sierra Systems - TEA*
- Kim Slough, *TCAT*
- Larry Sims, *Sierra Systems - TEA*

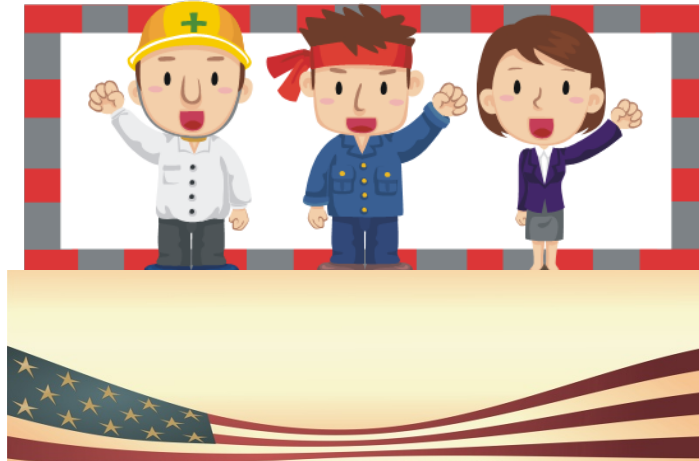


Housekeeping

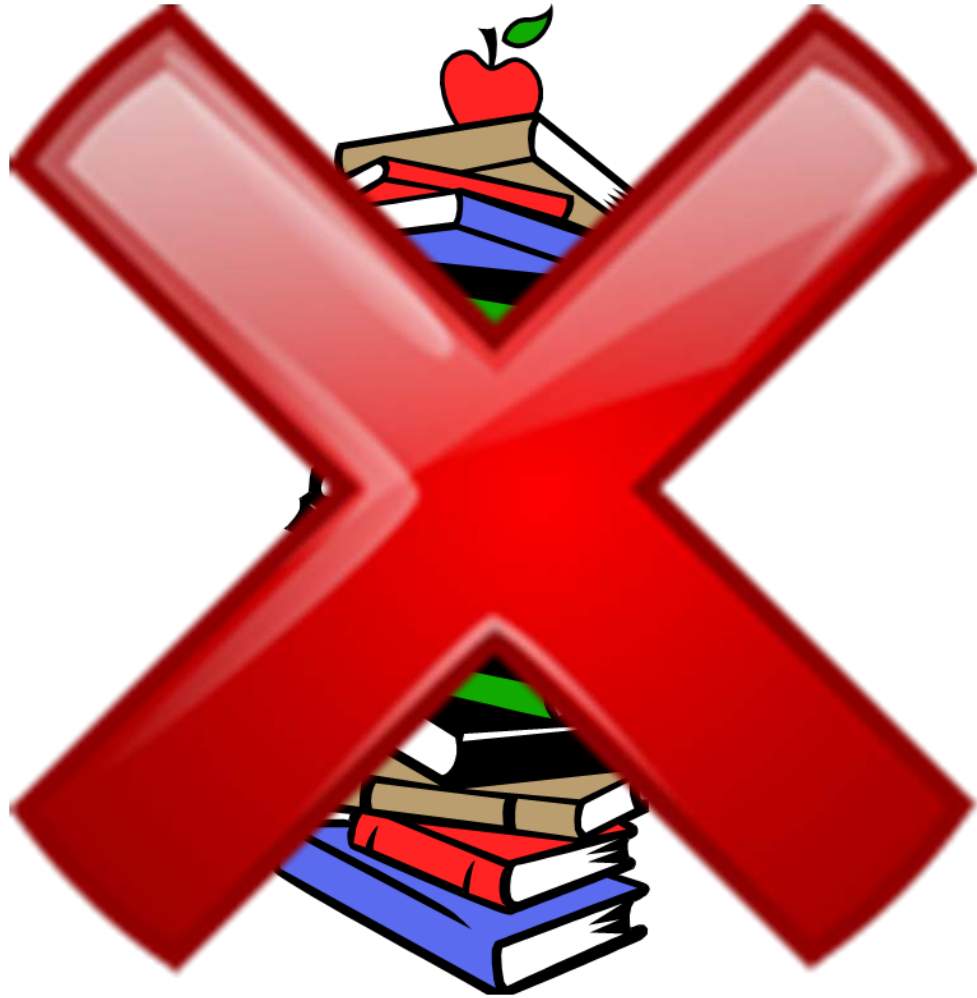
- Roll Call
- This is the first part of a three part presentation
- Today, we will cover the requisition process and rules
- Tomorrow, 2:00PM – 4:00PM, we will go over the new disbursement process and rules
- Wednesday, we will answer submitted questions
- Please keep microphones on mute during the presentation



Remember When...



Remember When...



With SB 6 – Things Have Changed!



*It Takes a **TEA**m*

Overview, John Lopez - *TEA*





82nd Texas Legislature

Senate Bill 6

Overview



SB6

- Creates an instructional materials fund
- Creates a per-student instructional materials allotment (IMA) to be determined by the commissioner with adjustments for high enrollment growth
- Changes “textbooks” to instructional materials throughout the Texas Education Code (TEC)
- Retains the SBOE Review and Adoption Process





SB6

- Creates an instructional materials account for each district in the EMAT system
- Requires each district to certify IMA funds have been used only for authorized purposes and that for each subject and grade level, the district provides each student with instructional materials that cover all the elements of the TEKS adopted by the SBOE for that subject and grade level





SB6

- Combines conforming and non-conforming into one list
- SBOE determines % of TEKS covered
- Revises the requirements for the adoption cycle and establishes priorities for the adoption cycle





Priorities for adoption cycle

- Foundation TEKS with substantial revisions and required assessments
- Foundation TEKS with substantial revisions
- Other foundation curriculum subjects
- Enrichment subjects
- No more than one-fourth of the foundation courses each biennium
- Proclamations issued 12 months before scheduled for adoption and include open-source as an option





SB6

- Instructional materials are the property of the district
- District may sell or dispose of instructional materials
 - out-of-adoption
 - before out-of-adoption and notify commissioner





SB6

- Repeals textbook credits
- Repeals maximum cost
- Repeals requirement for a budget-balanced cycle
- Repeals requirement for depository
- Repeals the technology allotment
- Repeals classroom set requirement





SB6

- **IMA may be used for:**
 - Instructional materials from SBOE list
 - Instructional materials from Commissioner list
 - Instructional materials not on the adopted list
 - Consumable materials, including workbook
 - Supplemental instructional materials





SB6

- **IMA may be used for:**
 - State-developed open-source instructional materials
 - Technological equipment
 - Training educational personnel directly involved in student learning in the appropriate use of instructional materials and technological equipment
 - Salaries of employees providing technical support for technological equipment





Key Points

- Provides a per-student instructional materials allotment (IMA)
- Allotment can be carried over to next biennium
- District requisitions and disbursements of funds will be subtracted from the district's allotment





Funding Flow

- Requisitions
 - SBOE or Commissioner Adopted Materials
 - Includes Supplemental Materials (Science)
 - Adopted Open-Source Materials
- Disbursements
 - Instructional Materials off the Adopted List
 - Technological Equipment
 - Technology Services





Accessible Materials

- Braille and Large Type remain the property of the state
- NOT counted against district allotment
- Braille and Large Type requisitioned through EMAT
- Accessible Materials returned to Redistribution Center in the same manner





High Enrollment



- Calculations for Fast Growth based on PEIMS enrollment
- Adjustments provided at the beginning of each school year
- Calculations are determined by the Commissioner



Appropriations

- Supplemental Appropriations
 - \$60 M – Supplemental Science
 - \$39 M – Pre Kindergarten
 - \$85 M – Continuing Contracts
 - **Total - \$184 M**
- Instructional Materials Appropriations
 - **Total - \$608 M**





Appropriations

- Total Appropriations - \$792,000,000
- Factors that Impact District Allocation
 - Braille and Large Type
 - Freight
 - Insurance (flood / natural disasters)
 - Technology Lending Program
 - State-developed open-source materials





Instructional Materials Allotment

- Policy Decisions
- State Funding Calculations
- Planning for Two Year Period
 - 2011 – 2012 School Year
 - 2012 – 2013 School Year





Priority Considerations

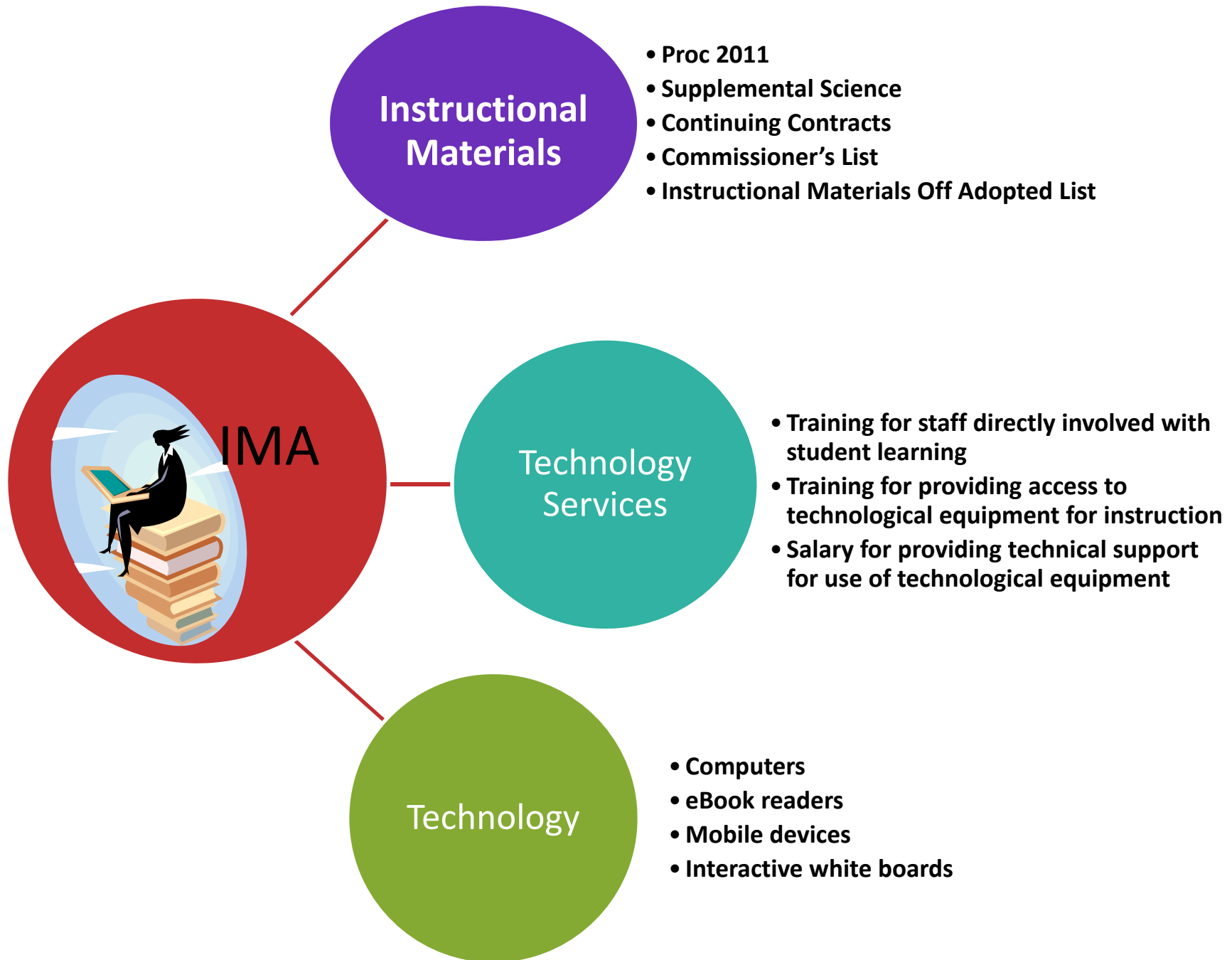
2011 – 2012 School Year



Priority Considerations

- Instructional Materials
 - Assessment and Accountability
 - Stage your content requisitions
- Continuing Contracts
- Ongoing technology services
- Technological equipment





- Student, Teacher, Classroom, Campus, and District Needs and Goals
- Review fiscal, instructional materials and technology recommendations
- Short term, long term, biennium plans

IMA Decision Team

Superintendent
Business Office
Principals

- District Budget/IMA
- District Needs
- Provide recommendations on expenditures

Fiscal Team

Business Office
Principals

Technology Team

Technology Coordinator
Textbook Coordinator
Teachers

- Salaries, services needs
- Technological equipment
- Provide recommendations on technology

Instructional Materials Team

Curriculum Coordinator
Textbook Coordinator
Teachers

- Instructional Materials requirements and additional needs
- Provide recommendations on instructional materials



Instructional Materials Allotment Considerations

IMA Decision Team

- Student, Teacher, Classroom, Campus and District Needs and Goals
- Review fiscal, instructional materials and technology recommendations
- Short term, long term and biennium plans



Instructional Materials Allotment Considerations

Fiscal Team

- Superintendents
- Principals
- Business Office





Instructional Materials Allotment Considerations

Technology Team

- Technology Coordinator
- Textbook Coordinator/Instructional Materials Coordinator
- Teachers



Instructional Materials Allotment Considerations

Instructional Materials Team

- Curriculum Coordinator
- Textbook Coordinator/Instructional Materials Coordinator
- Teachers



- Student, Teacher, Classroom, Campus, and District Needs and Goals
- Review fiscal, instructional materials, and technology recommendations
- Short term, long term, biennium plans

IMA Decision Team

Superintendent
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- District Budget/IMA
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Technology Team

Technology Coordinator
Textbook Coordinator
Teachers

- Salaries, services needs
- Technological equipment
- Provide recommendations on technology

Instructional Materials Team

Curriculum Coordinator
Textbook Coordinator
Teachers

- Instructional Materials requirements and additional needs
- Provide recommendations on instructional materials



Short Term Considerations

- Instructional Materials
- Continuing Contracts
- Technology Services
- Stage your Requisitions



Considerations

Stage 1

- **District Preparation**

- Consider district needs: immediate, short-term (fall), long-term (biennium)
- Consider Fiscal, Instructional Materials, and Technology Team Recommendations
- Ensure Textbook Coordinator participates with training

Stage 2

- **Requisition Instructional Materials**

- Proc 2011
- Supplemental Science
- Continuing Contracts

Stage 3

- **Request Allotment Disbursement**

- Instructional materials off the adopted list
- Technology services
- Technological equipment

Stage 4

- **Request Allotment Disbursement**

- Additional technology services
- Technological equipment

Priority: Instructional Materials

Proclamation 2011

- Prekindergarten Systems
- English Language Arts, Grades 2-8
- Spanish Language Arts, Grades 2-6
- English as a Second Language, Grades K-8
- Handwriting, Grades 1-3
- Spelling, Grades 1-6
- English, I-IV
- Commissioner's List of Electronic Textbooks

Supplemental Science

- Grades 5-8
- Biology
- Chemistry,
- Integrated Physics and Chemistry (IPC)
- Physics

Continuing Contracts

- Consumable materials
- Additional materials due to student population growth

Example District IMA Expenditure Overview

Instructional Materials Allotment Beginning Balance	\$,,\$,\$,\$,\$\$.00
Total Instructional Materials Expended	-\$,\$,\$,\$,\$\$.00
Total Educational Technology Expended	-\$,\$,\$,\$,\$\$.00
Instructional Materials Allotment Remaining Balance	\$,,\$,\$,\$\$.00



Next Steps

- EMAT to open August 8
- Monthly TETNs (video conferencing) scheduled over the next few months
- Online Postings
- Instructional Materials Allotment web presence
- FAQ List posted on Instructional Material page, TEA



EMAT GUIDE

Amy McClintic, *Sierra Systems* - TEA



SB6 Has Changed Some of the Ordering Requirements for EMAT Materials

Here is the high-level list of these changes:

1. The district technology allotment will be added to the overall allotment balance and controlled through EMAT. Districts will receive disbursements for technology equipment, technology services, and non-adopted instructional materials through the new Allotment Disbursement transaction in EMAT.
2. Districts' remaining credit balances from prior school years will be added to the 2011-2012 school year allotment. Credits will no longer be generated for materials ordered through EMAT.
3. Requisitions will be validated against the district's remaining allotment balance throughout the school year instead of using the eligibility calculation based upon enrollment.

Changed Ordering Requirements...

4. The price of instructional materials is calculated by multiplying the publisher's standard unit price times the quantity ordered. There is no longer the concept of state max cost and price reduction based upon TEKS %.
5. There is no longer a classroom set requirement for Commissioner's List instructional materials.
6. All requisition transactions have been modified for allotment based functionality with the exception of Credit and Commissioner's List Requisitions. These requisitions are obsolete. Commissioner's List and mid-cycle instructional materials will be available on the Annual Subscription Renewal, Annual New Adoption, Annual Continuing Adoption, and Supplemental requisitions.

Changed Ordering Requirements...

7. Sourcing district requisitions to another district's surplus will be disabled.
8. Fast grow will be included in the district's allotment calculation and will be referred to as “High Enrollment.”
9. Lost, damaged, and worn-out textbooks will no longer be reported and reimbursed through EMAT except for EVI materials. Destroyed instructional materials (TEX-012) will still be available to districts.

Changed Ordering Requirements...

10. Reporting surplus and enrollment will no longer be required since eligibility-based ordering and surplus will not be enabled in EMAT.
11. SBOE and Commissioner's List instructional materials can either be sourced to a depository or to the publisher directly.

State Board of Education

Adopted Materials

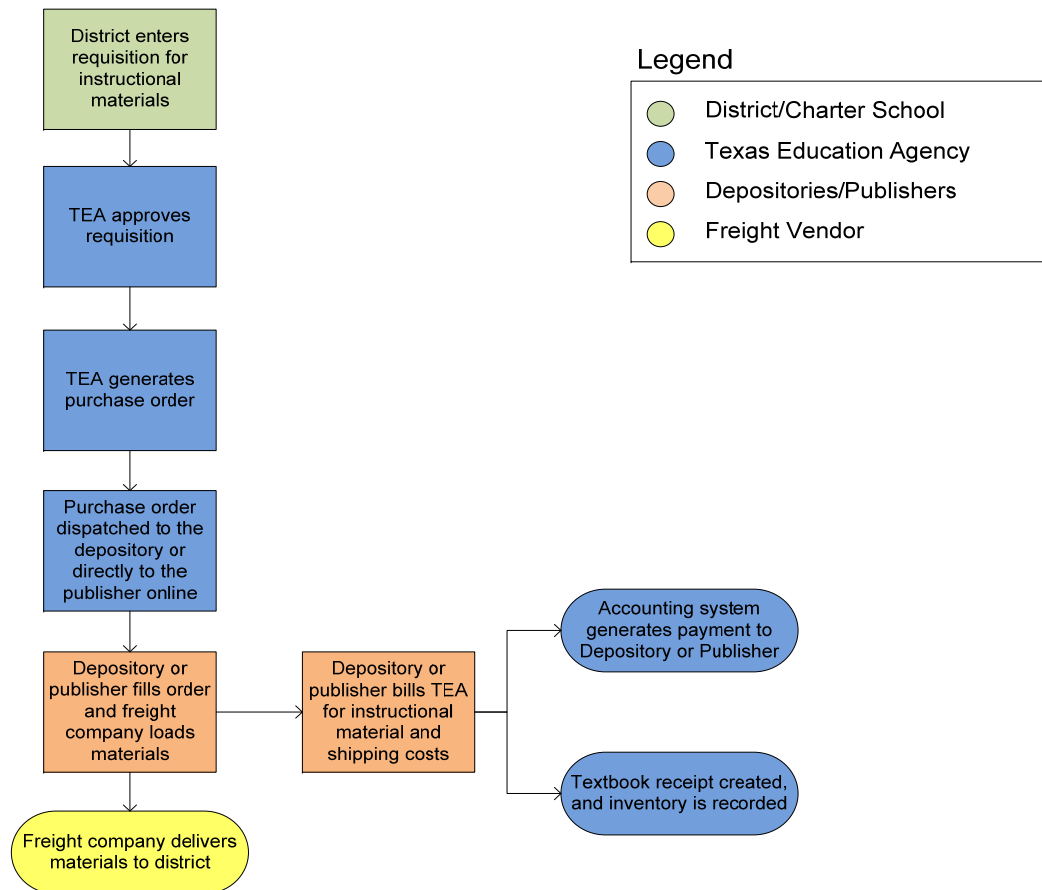
- Using the new allotment system, EMAT calculates the price of instructional materials by multiplying the publisher's standard unit price times the quantity ordered. There is no longer the concept of state max cost and price reduction based upon TEKS %. Once the district requisition is approved, all the instructional materials ordered will be sourced to the depository or to the publisher directly through EMAT online. TEA pays the depository or publisher associated to each SBOE program item in EMAT.

Commissioner's List Materials

- Using the new allotment system, EMAT calculates the price of instructional materials by multiplying the publisher's standard unit price times the quantity ordered. There is no longer the concept of state max cost and price reduction based upon TEKS %. Once the district requisition is approved, all instructional materials ordered will be sourced to the depository or to the publisher directly through EMAT online. TEA pays the depository or publisher associated to each Commissioner's List program item in EMAT.
- Commissioner's List instructional materials will no longer require a classroom set. Additionally, there will no longer be a Commissioner's List requisition. Commissioner's List materials will be available on all regular EMAT requisitions.

Commissioner's List and SBOE Adopted Process

Commissioner's List and SBOE Adopted Instructional Material Order Process



Additional Information - Commissioner's List and SBOE Adopted

Which Requisitions are available to order the instructional materials?	<ul style="list-style-type: none">• Allotment - Subscription Renewals - EMAT• Allotment - New Adoptions - EMAT• Allotment - Continuing Adoptions - EMAT• Allotment - Supplemental - EMAT
How are these instructional materials ordered?	TEA submits the orders on behalf of the district electronically through EDI with the Depositories or directly to the publisher through EMAT
How are these instructional materials shipped?	The Depositories or publisher ship the materials directly to the district
How are these instructional materials paid?	TEA pays the depository or publisher associated to each SBOE or Commissioner's List program item in EMAT

Changes to Ordering Prerequisites and the District Start Page

Ordering prerequisites for school year 2011-2012:

- Completion of the Local Board of Trustees Certification form
- Confirming district contacts and address if these have not been reviewed/updated in the last 90 days
- NEW - Certify Allotment Funds

Certify Allotment Funds Page

County District	003902	HUDSON ISD	Region	7	
Business Unit	03902	District Type	Independent School District	Status	Active

School Year 2011-2012

Our district/charter school certifies the following:

1. That this district's instructional materials allotment will be used only for expenses allowed by TEC §31.0211, 82nd Texas Legislature.
2. That this district purchases instructional materials that will assist the district in satisfying performance standards under Texas Education Code (TEC) §34.0241, Satisfactory Performance Standards, on assessment instruments adopted under TEC §39.023(a) and (c), 82nd Texas Legislature.
3. That the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by this district, cover the essential knowledge and skills identified under Section 28.002 by the State Board of Education for the subject and grade level for which this district is requisitioning the supplemental instructional materials.
4. That this district will provide the title and publication information for any instructional materials requisitioned or purchased by the district with the district's instructional materials allotment.

Please enter your Phone number

Certify

Don't Certify

[Go back to Start Page Allotment](#)

*****Districts should print this certification from their web browser to keep for their records *****
Before districts can order instructional materials, the school year prerequisites must be met.

District Start Page Phase I Changes

1. Removed the following links:

- a) Update Surplus link
- b) Ship Surplus Materials
- c) Receive Surplus Materials
- d) EMAT Enrollment
- e) Quotas
- f) Consumable Media Change
- g) Textbook Credits
- h) Eligibility based requisitions

District Start Page Phase I Changes...

2. Move and group EVI links and requisitions together as well as EMAT links and requisitions.
3. Move the Confirm Contacts and Addresses links to the prerequisite box.
4. Move Shipment History and Receipt History to the Reports Page.
5. Add allotment financial graph which will be based on the school year.
The graph will include prior year allotment balance, current school year allotment and adjustments, and current school year allotments used.
Districts will be able to drill down to the transaction detail from the graph bars displayed.
6. Add the Allotment Disbursements transaction the EMAT group box.
7. Add the Certify Allotment Funds link.

New District Start Page

*Select a School Year **2011-2012**

District/Charter **003902**

HUDSON ISD

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form was received on 7/20/2011.

Certification of Allotment Funds is Complete

7 → [Certify Allotment Funds](#)
3 → [Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012



EMAT

[EMAT Inventory Browser](#)
[Reports](#) ← **4**
[Allotment Disbursement](#) ← **6**

EVI

[EVI Enrollment](#)
[EVI Inventory Browser](#)
[Reports](#) ← **4**
[Ship to STRC](#)

1

- The following items were removed:
- Update Surplus link
 - Ship Surplus Materials
 - Receive Surplus Materials
 - EMAT Enrollment
 - Quotas
 - Consumable Media Change
 - Textbook Credits
 - Eligibility based requisitions

← **2**
 ↓

☐ Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Subscription Renewals - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

[Show Information about this User](#)

Other Phase I Changes

1. Show announcements as a pop-up page per session login when a district first enters the District Start Page and the announcement is not expired
2. Add existing district credit balances to their allotment totals

Phase II Changes

1. Add Report Destroyed or Sold Materials transaction
2. Add an Allotment-based Inventory Transfer transaction

New Requisitions

Amy McClintic, Sierra Systems - TEA



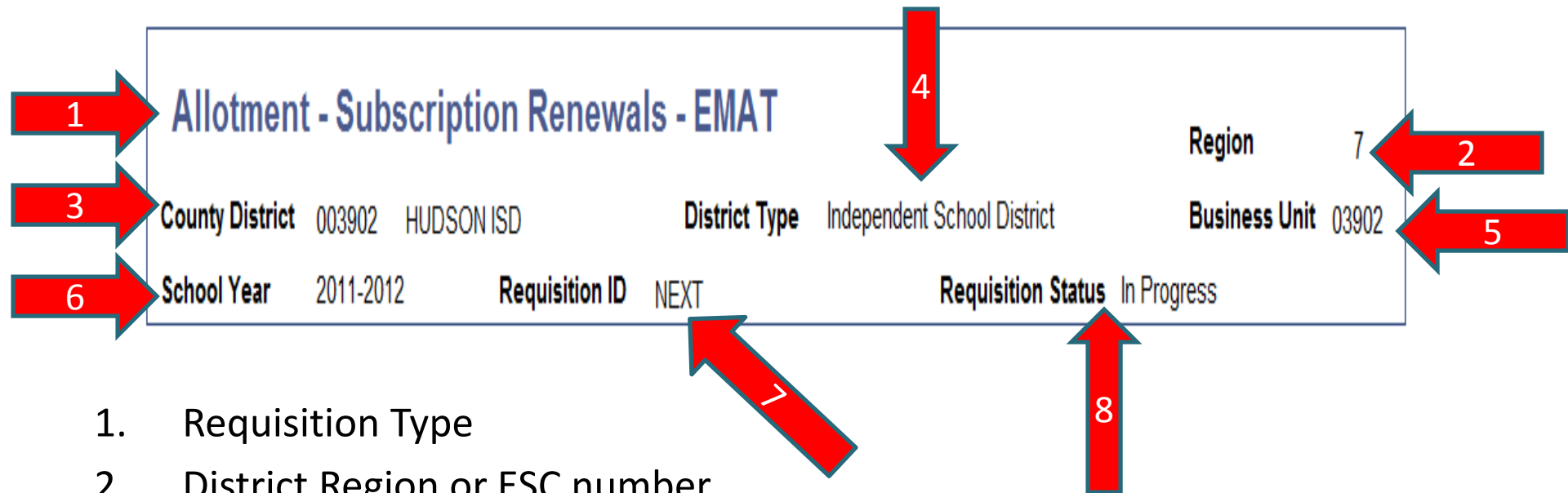
The New Requisitions Are:

1. Allotment - Subscription Renewals - EMAT
2. Allotment - New Adoptions - EMAT
3. Allotment - Continuing Adoptions - EMAT
4. Allotment - Supplemental - EMAT

Revised Requisition Ordering Sequence:

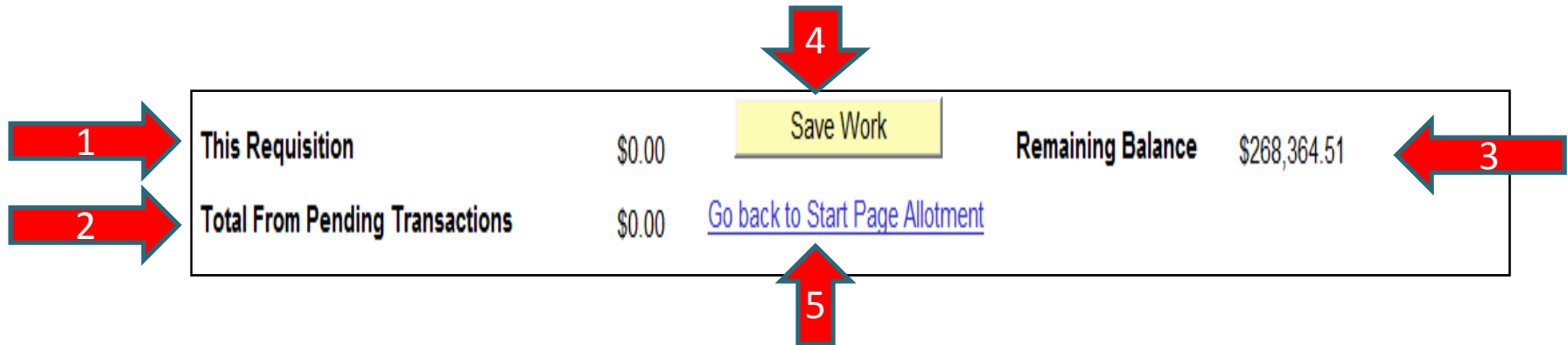
1. Allotment - Subscription Renewals - EMAT
2. Allotment - New Adoptions - EMAT or Allotment
- Continuing Adoptions - EMAT
3. Allotment - Supplemental - EMAT (available after
the Allotment - Continuing Adoption - EMAT
requisition is complete)

Common Requisition Information



1. Requisition Type
2. District Region or ESC number
3. County district number and district name
4. District Type
5. Business Unit for EMAT internal data
6. School Year
7. Requisition ID or NEXT if new requisition
8. Requisition Status

Next Section – Allotment Activity and Balance



1. This Requisition = the Allotment amount used on the current requisition
2. Total from Pending Transactions = the Allotment amount used on the other incomplete transactions such as requisitions or disbursements
3. Remaining Balance = the remaining Allotment amount available to be used on the requisition
4. **Save Work** button saves requisition data
5. **Go Back to Start Page** link returns the browser to the Start page

1. Subscription Renewals



Allotment - Subscription Renewals

EMAT Subscription Renewals Requisition will be available after the school year prerequisites have been completed.

To access and use the *Allotment – Subscription Renewals – EMAT* Requisition:

1. From the District Start Page, click on the **Create New Requisition** link, shown next to the Allotment – Subscription Renewals – EMAT requisition type.

*Select a School Year 2011-2012 District/Charter 003902 HUDSON ISD

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form was received on 7/19/2011.
Summer Shipment dates have been Completed. [Update Summer Ship Dates](#)
Certification of Allotment Funds is Complete [Certify Allotment Funds](#)
[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Remaining Usage

Remaining Allotment: \$268,364.51 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	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Subscription Renewals - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

1

Subscription Renewals...

2. The Requisition Summary tab is displayed. The Shipping Date defaults to the first available or preferred shipping date. If you want to select another shipping date, click on the **Select an Available Shipment Date** link.
3. The screen has a tab for Subscription Requisition. The **Save Work** button is on this tab. The Save Work button saves all the requisition data when selected.

The screenshot shows the 'Subscription Requisition' tab selected. A red arrow labeled '3' points to the 'Save Work' button. Another red arrow labeled '2' points to the 'Select an available Shipment Date' link in the 'Select a Ship Date' section.

Requisition Summary		Subscription Requisition	
Allotment - Subscription Renewals - EMAT			
County District	003902 HUDSON ISD	District	Independent School District
School Year	2011-2012	Requisition ID	NEXT
Region	7	Business Unit	03902
Requisition Status	In Progress		
This Requisition	\$0.00	Save Work	Remaining Balance \$268,364.51
Total From Pending Transactions	\$0.00	Go back to Start Page Allotment	
Select a Delivery Address		Requisition Information	
Delivery Address <input type="text" value="003902002"/>		Last Updated By	
EMAT Delivery Point			
6735 TED TROUT DRIVE			
LUFKIN TX 75904			
Select a Ship Date	View/Print Options	Financial Information	
Shipping Date 07/26/2011	View/Print Requisition Summary	Total TEA Paid to Publisher(s) \$0.00	
Select an available Shipment Date	View/Print Order List	Total TEA Paid to District \$0.00	

Subscription Renewals...

- Click on the **Subscription Requisition** tab and this is displayed:

Subscription Requisition

Allotment - Subscription Renewals - EMAT

Region 7

County District 003902 HUDSON ISD District Type Independent School District Business Unit 03902

School Year 2011-2012 Requisition ID NEXT Requisition Status In Progress

This Requisition \$0.00 [Save Work](#) Remaining Balance \$268,364.51

Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

Requisition Detail | [Download To Excel](#) 1 of 4

Requisition	MLC	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	EMAT Type	TEK %	Mid Cycle	Standard Price	Extended Amount	PEIM \$ Enrollment	Inventory Quantity On	Previous inventory (School Year :)
1	6th Grade	6600	0133639525			SBOE Adopted							
2	7th Grade	7600	0133639541			SBOE Adopted	100.000		\$12.42	\$0.00		255	2005-2006 : 192 2006-2007 : 187 2007-2008 : 176 2008-2009 : 200 2009-2010 : 210 2010-2011 : 255
3	High School - Other	9617	0131837095			SBOE Adopted	100.000		\$14.40	\$0.00		25	2008-2007 : 20 2009-2010 : 25
4	High School - Other	9657	061905994X			SBOE Adopted	100.000		\$0.00	\$0.00		25	2008-2007 : 20 2009-2010 : 25

- Enter the **Student Requisition Quantity** and/or the **Teacher Requisition Quantity** for each Subscription item you would like to renew.

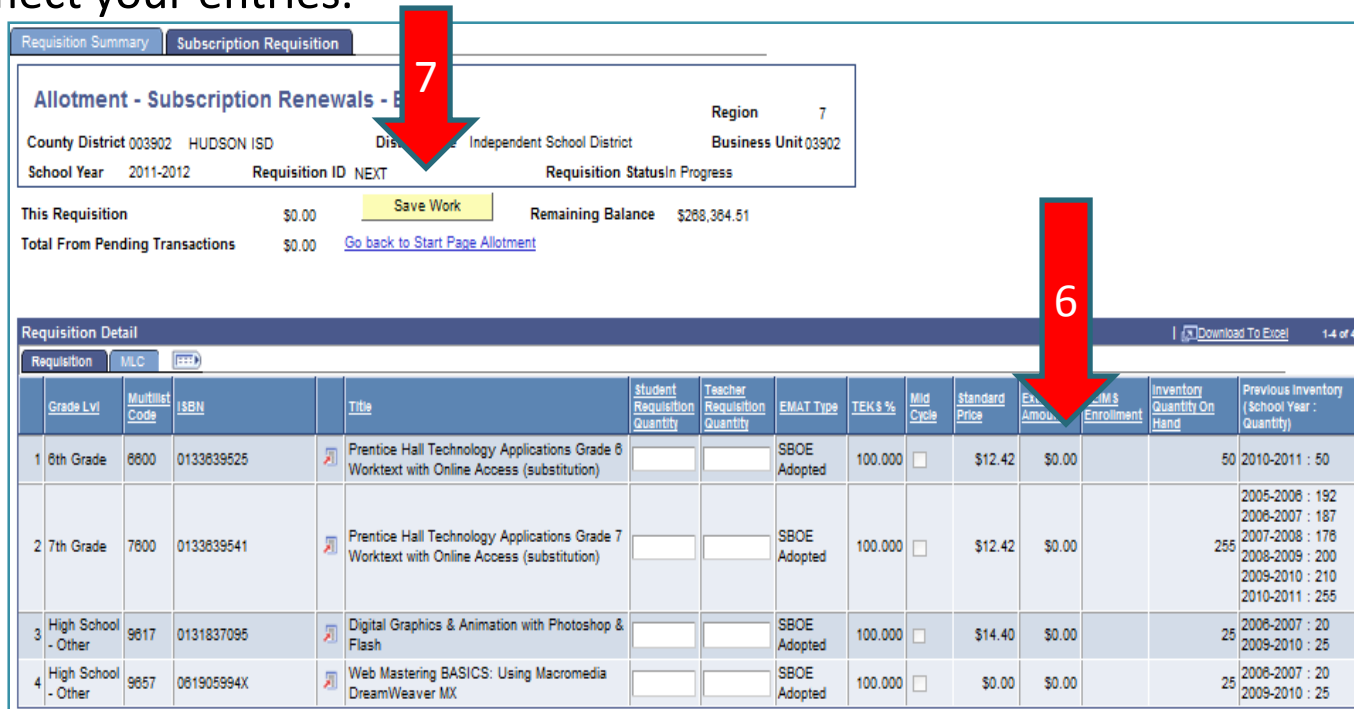
Subscription Renewals...

For your reference, several informational columns are shown to the right of the quantity columns:

- EMAT Type – SBOE Adopted, Commissioner’s List, or Open Source.
- TEKS % - Texas Essential Knowledge Skills percentage covered by the listed item
- Mid Cycle Checkbox – When checked, indicates the item was adopted as part of a mid-cycle adoption and not during a standard adoption
- Standard Price – represents the unit price for the item. The price will be multiplied by the quantity ordered to calculate the Extended Amount
- Extended Amount – Calculated amount will be deducted from the district allotment balance
- PEIMS Enrollment – The grade level enrollment loaded from TEA PEIMS system.
- Inventory Quantity on Hand – The district’s current inventory for the item
- Previous Inventory – Past inventory quantities by school year

Subscription Renewals...

- After entering a quantity, the Extended Amount will be calculated as Standard Price * the quantity entered. In the top portion of the page, the amounts next to This Requisition and Remaining Balance should change to reflect your entries.



The screenshot shows the 'Subscription Renewals' page. A red arrow labeled '7' points to the 'Save Work' button. Another red arrow labeled '6' points to the 'Extended Amount' column in the 'Requisition Detail' table.

Requisition Summary | **Subscription Requisition**

Allotment - Subscription Renewals - B | Region: 7

County District: 003902 HUDSON ISD | District: Independent School District | Business Unit: 03902

School Year: 2011-2012 | Requisition ID: NEXT | Requisition Status: In Progress

This Requisition: \$0.00 | **Save Work** | Remaining Balance: \$288,364.51

Total From Pending Transactions: \$0.00 | [Go back to Start Page Allotment](#)

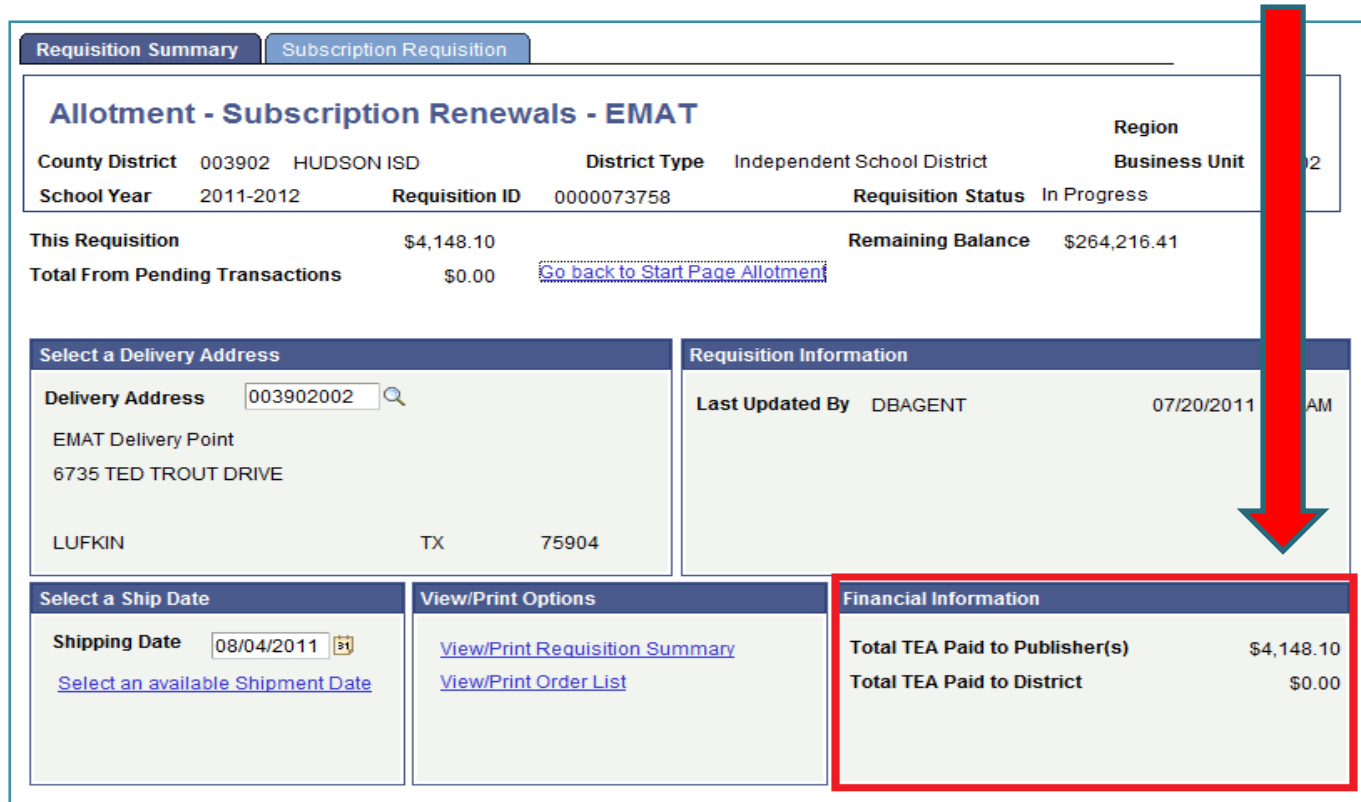
Requisition Detail | [Download To Excel](#) | 1-4 of 4

Requisition	M/LC	Grade Lvl	Multist Code	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	EMAT Type	TEK's %	Mid Cycle	Standard Price	Extended Amount	EM's Enrollment	Inventory Quantity On Hand	Previous Inventory (School Year : Quantity)
1		6th Grade	6600	0133839525	Prentice Hall Technology Applications Grade 6 Worktext with Online Access (substitution)			SBOE Adopted	100.000		\$12.42	\$0.00		50	2010-2011 : 50
2		7th Grade	7600	0133839541	Prentice Hall Technology Applications Grade 7 Worktext with Online Access (substitution)			SBOE Adopted	100.000		\$12.42	\$0.00		255	2005-2006 : 192 2006-2007 : 187 2007-2008 : 176 2008-2009 : 200 2009-2010 : 210 2010-2011 : 255
3		High School - Other	9617	0131837095	Digital Graphics & Animation with Photoshop & Flash			SBOE Adopted	100.000		\$14.40	\$0.00		25	2006-2007 : 20 2009-2010 : 25
4		High School - Other	9657	061905994X	Web Mastering BASICS: Using Macromedia DreamWeaver MX			SBOE Adopted	100.000		\$0.00	\$0.00		25	2006-2007 : 20 2009-2010 : 25

- After entering the requisition information, ALWAYS click the **Save Work** button. If you exit the requisition page or the EMAT system without saving, your data will be lost.

Subscription Renewals...

- The Requisition Summary also displays the Total TEA pays to Publishers and the Total TEA pays to Districts.




Requisition Summary | **Subscription Requisition**


Allotment - Subscription Renewals - EMAT

County District	003902 HUDSON ISD	District Type	Independent School District	Region	
School Year	2011-2012	Requisition ID	0000073758	Business Unit	02
		Requisition Status	In Progress		

This Requisition \$4,148.10 **Remaining Balance** \$264,216.41


Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

Select a Delivery Address	Requisition Information
Delivery Address 003902002 	Last Updated By DBAGENT 07/20/2011 AM
EMAT Delivery Point 6735 TED TROUT DRIVE LUFKIN TX 75904	

Select a Ship Date	View/Print Options	Financial Information
Shipping Date 08/04/2011  Select an available Shipment Date	View/Print Requisition Summary View/Print Order List	Total TEA Paid to Publisher(s) \$4,148.10 Total TEA Paid to District \$0.00

Subscription Renewals...

8. To review the requisition before submitting, click on the **View/Print Requisition Summary**.



TEXAS EDUCATION AGENCY

Requisition Summary

Allotment - Subscription Renewals - EMAT

District / Charter 003902-HUDSON ISD
 Requisition ID:0000073758
 Status: Submitted

Last Updated by: DBAGENT-2011/07/20 12:33:32
 Expected Ship Date: 08/04/2011

SBOE Adopted
 Depository /Publisher:
 Pearson Education Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
0600	0113619525	Premier Hall Technology Applications Grade 6 Worktext with Online Access (substitution)	SBOE Adopted	100.00	N	30	0	0	\$12.42	\$372.60	\$0.00
0600	0113619541	Premier Hall Technology Applications Grade 7 Worktext with Online Access (substitution)	SBOE Adopted	100.00	N	255	0	0	\$12.42	\$3,167.10	\$0.00
0617	0131837095	Digital Graphics & Animation with Photoshop & Flash	SBOE Adopted	100.00	N	25	0	0	\$14.40	\$360.00	\$0.00

Total TEA paid to Publisher Pearson Education Depository

\$4,148.10

*Total Due from District to Publisher Pearson Education Depository

\$0.00

Depository /Publisher:
 Archway SCM LLC Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
0657	061605994X	Web Mastering BASICS: Using Macromedia DreamWeaver MX	SBOE Adopted	100.00	N	25	0	0	\$0.00	\$0.00	\$0.00

Total TEA paid to Publisher Archway SCM LLC Depository

\$0.00

*Total Due from District to Publisher Archway SCM LLC Depository

\$0.00

Total TEA paid to All Publishers

\$4,148.10

*If an amount appears next to "Total TEA paid to District", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher/Vendor. Payment should not be sent to TEA. District will receive a payment from TEA, but will be responsible for ordering the material and paying the designated publisher/depository directly.

Created on 7/20/2011 7:34 AM

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Page 1 of 2

Subscription Renewals...

9. When all requisition information is entered and saved, click on the **Submit to TEA** button to submit the requisition for processing .

Select a Delivery Address		Requisition Information	
Delivery Address <input type="text" value="079906002"/> 		Last Updated By Larry Sims 07/25/2011 10:19AM	
EMAT Delivery Point 16417 HWY 36 NEEDVILLE TX 77461			
Select a Ship Date	View/Print Options	Financial Information	
Shipping Date 08/04/2011 Select an available Shipment Date	View/Print Requisition Summary View/Print Order List	Total TEA Paid to Publisher(s) \$0.00 Total TEA Paid to District \$0.00	

9

To submit a requisition, you must enter your orders on the Grade level tabs above, select a Delivery Address and a Shipment date, and click "Submit". The requisition will be processed after TEA approval.
To save a requisition without submitting, click "Save Work". You can then come back later to complete and submit the requisition.
To cancel a requisition, click "Cancel Requisition". Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

Submit To TEA

Cancel Requisition

Subscription Renewals...

10. After saving and submitting the requisition, click on the **Go back to Start Page** link. Notice that the status of the requisition is changed to Submitted. The date submitted and the new requisition ID is displayed.

*Select a School Year **2011-2012** District/Charter **003902 HUDSON ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form was received on 7/20/2011.

Certification of Allotment Funds is Complete [Certify Allotment Funds](#)

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

Instructional Materials Allotment Usage for School Year 2011-2012

Remaining Usage

Remaining Allotment: \$245,192.19 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	Submitted
0000075918	07/20/11	Allotment - Subscription Renewals - EMAT	Submitted
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

[Show Information about this User](#)

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2. New Adoptions



New Adoptions Requisition

- The Annual New Adoptions Requisition is subject to EMAT prerequisites.
- The purpose of this requisition is to order newly adopted Commissioner's List and SBOE materials, which will be available for order during the new school year.

New Adoptions Requisition...

1. To access and use the *Allotment – New Adoptions – EMAT* Requisition - from the District Start Page, click on the **Create New Requisition** link, shown next to the Allotment – New Adoptions – EMAT requisition type.

*Select a School Year 2011-2012 District/Charter **003902** **HUDSON ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

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

Legend: Used Remaining

Remaining Allotment: \$264,232.19 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	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

New Adoptions Requisition...

2. The Requisition Summary tab is displayed. The requisition screen has a tab for each grade level through eighth grade and a tab for each subject area for high school when there is newly adopted material adopted for the respective grade.
3. The **Save Work** button is on this tab. The Save Work button saves all the requisition data when selected.

The screenshot displays the 'Allotment - New Adoptions - EMAT' requisition screen. At the top, there is a navigation bar with tabs for 'Requisition Summary', 'Pre-Kindergarten', 'Kindergarten', '1st Grade', '2nd Grade', '3rd Grade', '4th Grade', '5th Grade', and '6th Grade'. A red arrow labeled '2' points to the '6th Grade' tab. Below the navigation bar, the main content area shows the following information:

Allotment - New Adoptions - EMAT

County District 003902 HUDSON ISD District Type Independent School District Region 7
School Year 2011-2012 Requisition ID NEXT Business Unit 03902
Requisition Status In Progress

This Requisition Total From Pending Transactions \$0.00

Save Work Remaining Balance \$264,232.19
[Go back to Start Page Allotment](#)

Select a Delivery Address

Delivery Address 003902002
EMAT Delivery Point
6735 TED TROUT DRIVE
LUFKIN TX 75904

Requisition Information

Last Updated By

Select a Ship Date

Shipping Date 08/04/2011
[Select an available Shipment Date](#)

View/Print Options

[View/Print Requisition Summary](#)
[View/Print Order List](#)

Financial Information

Total TEA Paid to Publisher(s) \$0.00
Total TEA Paid to District \$0.00

A red arrow labeled '3' points to the 'Save Work' button.

New Adoptions Requisition...

4. Click on the **Pre-Kindergarten** tab:

4

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

Allotment - New Adoptions - EMAT

County District 003902 HUDSON ISD District Type Independent School District Region 7
School Year 2011-2012 Requisition ID NEXT Business Unit 03902
Requisition Status In Progress

This Requisition \$0.00 **Save Work** Remaining Balance \$264,232.19
Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

1-2 of 2 MLCs with newly adopted textbooks

Multilist Code 0001 PRE-K LEARNING SYSTEM ☒ Allow Split Adoption

PEIMS Enrollment

List of textbook for this MLC [Download To Excel](#) 1-4 of 4

	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEK %	Mid Cycle	Standard Price	Extended Amount
1	0075726246	The DLM Early Childhood Express Texas Package PreKindergarten System				SBOE Adopted				
2	0076115186	The DLM Early Childhood Express Tx Pkg PreK INACTIVE				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,445.99	\$0.00
3	0439389585	Scholastic Early Childhood Program - PreKindergarten System				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,446.00	\$0.00
4	0757831699	Pebble Soup Explorations (Pebble Soup Exploraciones) PreKindergarten System				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,445.00	\$0.00

5

New Adoptions Requisition...

5. Enter the **Student Requisition Quantity** and/or the **Teacher Requisition Quantity** for each New Adoption item you would like to order. For your reference, several informational columns are shown to the right of the quantity columns:
- EMAT Type – SBOE Adopted, Commissioner’s List, or Open Source.
 - TEKS % - Texas Essential Knowledge Skills percentage covered by the listed item.
 - Mid Cycle Checkbox – When checked, indicates the item was adopted as part of a mid-cycle adoption and not during a standard adoption.
 - Standard Price – represents the unit price for the item. The price will be multiplied by the quantity ordered to calculate the Extended Amount.
 - Extended Amount – Calculated amount will be deducted from the district allotment balance.

New Adoptions Requisition...

6. After entering a quantity, the Extended Amount will be calculated as Standard Price * the quantity entered. In the top portion of the page, the amounts next to This Requisition and Remaining Balance should change to reflect your entries.

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

Allotment - New Adoptions - EMAT

County District 003902 HUDSON ISD District Type Independent School District Region 7
School Year 2011-2012 Requisition ID NEXT Requisition Status In Progress Business Unit 03902

This Requisition \$0.00 [Save Work](#) Remaining Balance \$264,232.19
Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

1-2 of 2 MLCs with newly adopted textbooks

Multilist Code 0001 PRE-K LEARNING SYSTEM ☒ Allow Split Adoption

PEIMS Enrollment

List of textbook for this MLC [Download To Excel](#) 1-4 of 4

	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEK %	Mid Cycle	Standard Price	Extended Amount
1	0075726246	The DLM Early Childhood Express Texas Package PreKindergarten System				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,445.99	\$0.00
2	0076115186	The DLM Early Childhood Express Tx Pkg PreK INACTIVE				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,445.99	\$0.00
3	0439389585	Scholastic Early Childhood Program - PreKindergarten System				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,446.00	\$0.00
4	0757831699	Pebble Soup Explorations (Pebble Soup Exploraciones) PreKindergarten System				SBOE Adopted	100.000	<input type="checkbox"/>	\$2,445.00	\$0.00

New Adoptions Requisition...


- After entering the requisition information, ALWAYS click the **Save Work** button. If you exit the requisition page or the EMAT system without saving, your data will be lost. The Requisition Summary also displays the total TEA pays to publishers and the total TEA pays to districts.

Requisition Summary		Pre-Kindergarten	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade
Allotment - New Adoptions - EMAT									
County District 003902 HUDSON ISD		District Type Independent School District		Region 7					
School Year 2011-2012		Requisition ID 0000073759		Business Unit 03902					
Requisition Status In Progress									
This Requisition		\$169,399.50		Save Work		Remaining Balance		\$94,832.69	
Total From Pending Transactions		\$0.00		Go back to Start Page Allotment					
Select a Delivery Address					Requisition Information				
Delivery Address <input type="text" value="003902002"/>					Last Updated By DBAGENT 07/20/2011 10:47PM				
EMAT Delivery Point 6735 TED TROUT DRIVE LUFKIN TX 75904									
Select a Ship Date			View/Print Options			Financial Information			
Shipping Date 08/04/2011 Select an available Shipment Date			View/Print Requisition Summary View/Print Order List			Total TEA Paid to Publisher(s) \$169,399.50			
						Total TEA Paid to District \$0.00			



New Adoptions Requisition...

8. To review the requisition before submitting, click on the **View/Print Requisition Summary**.



TEXAS EDUCATION AGENCY

Requisition Summary

Allotment - New Adoptions - EMAT

District / Charter 003902-HUDSON ISD
 Requisition ID:0000073759
 Status: In Progress

Last Updated by: DBAGENT-2011/07/21 03:47:01
 Expected Ship Date: 08/04/2011

Commissioner's List
 Depository /Publisher:
 Archway SCM LLC Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Serv	Unit Price	TEA Paid to Publisher	TEA Paid to District
4040	9781555356027	Gateway Reading / Language Arts Grade 6	Commissioner's List	100.00	11	200	0	0	\$100.00	\$20,000.00	\$0.00

Total TEA paid to Publisher Archway SCM LLC Depository **\$20,000.00**
***Total Due from District to Publisher** Archway SCM LLC Depository **\$0.00**

Total TEA paid to All Publishers **\$20,000.00**
***Total TEA paid to District** **\$0.00**

SROE Adopted
 Depository /Publisher:
 McGraw-Hill Companies Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Serv	Unit Price	TEA Paid to Publisher	TEA Paid to District
0001	0675726246	The 50/50 Early Childhood Express Tutor Package	SROE Adopted	100.00	71	0	50	0	\$2,448.00	\$122,290.50	\$0.00
2040	0072450597	McGraw-Hill Language Arts	SROE Adopted	100.00	31	200	7	0	\$38.28	\$5,690.10	\$0.00
1240	0072450583	McGraw-Hill Language Arts	SROE Adopted	100.00	31	200	7	0	\$38.50	\$5,900.10	\$0.00
4040	0072450598	McGraw-Hill Language Arts	SROE Adopted	100.00	31	200	0	0	\$34.75	\$5,990.10	\$0.00

*If an amount appears next to "Total TEA paid to District", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher/Vendor. Payment should not be sent to TEA. District will receive a payment from TEA, but will be responsible for ordering the material and paying the designated publisher/depository directly.

Created on 7/20/2011 22:54 PM Page 1 of 2

Requisition Summary

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Serv	Unit Price	TEA Paid to Publisher	TEA Paid to District
2040	0072451069	McGraw-Hill Language Arts	SROE Adopted	100.00	31	200	0	0	\$38.00	\$7,800.10	\$0.00

Total TEA paid to Publisher McGraw-Hill Companies Depository **\$149,389.50**
***Total Due from District to Publisher** McGraw-Hill Companies Depository **\$0.00**

Total TEA paid to All Publishers **\$149,389.50**
***Total TEA paid to District** **\$0.00**

*If an amount appears next to "Total TEA paid to District", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher/Vendor. Payment should not be sent to TEA. District will receive a payment from TEA, but will be responsible for ordering the material and paying the designated publisher/depository directly.

Created on 7/20/2011 22:54 PM Page 2 of 2

New Adoptions Requisition...

9. When all requisition information is entered and saved, click on the **Submit to TEA** button to submit the requisition for processing.

Select a Delivery Address		Requisition Information	
Delivery Address	<input type="text" value="079906002"/> 	Last Updated By	Larry Sims 07/25/2011 10:19AM
EMAT Delivery Point 16417 HWY 36 NEEDVILLE TX 77461			

Select a Ship Date	View/Print Options	Financial Information
Shipping Date 08/04/2011 Select an available Shipment Date	View/Print Requisition Summary View/Print Order List	Total TEA Paid to Publisher(s) \$0.00 Total TEA Paid to District \$0.00

9

To submit a requisition, you must enter your orders on the Grade level tabs above, select a Delivery Address and a Shipment date, and click "Submit to TEA". The requisition will be processed after TEA approval.
To save a requisition without submitting, click "Save Work". You can then come back later to complete and submit the requisition.
To cancel a requisition, click "Cancel Requisition". Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

Submit To TEA

Cancel Requisition

New Adoptions Requisition...

10. After saving and submitting the requisition, click on the **Go back to Start Page** link. Notice that the status of the requisition is changed to Submitted. The date submitted and the new requisition ID is displayed.

*Select a School Year 2011-2012 District/Charter **003902 HUDSON ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

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

Legend: ■ Used ■ Remaining

Usage: [Bar Chart]

Remaining Allotment: \$94,832.69 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	Submitted
0000073759	07/20/11	Allotment - New Adoptions - EMAT	Submitted
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

10

3. Continuing Adoptions



Continuing Adoptions

- The Annual Continuing Adoptions Requisition is subject to EMAT prerequisites.
- The purpose of this requisition is to order previously adopted Commissioner's List and SBOE materials, which will be available for order during the new school year. The Continuing Adoption Requisition is important for ordering consumable materials and materials for new students if the district is experiencing growth.

Continuing Adoptions...

To access and use the *Allotment – Continuing Adoptions – EMAT* Requisition:

1. From the District Start Page, click on the **Create New Requisition** link, shown next to the Allotment – Continuing Adoptions – EMAT requisition type.

*Select a School Year 2011-2012 District/Charter **003902 HUDSON ISD**

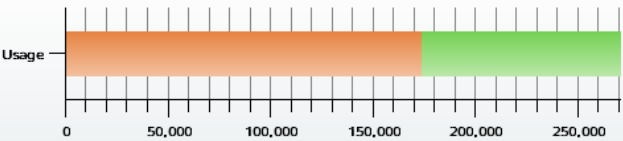
All prerequisites must be met prior to submitting requisitions or disbursements

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

Legend: Used (Orange), Remaining (Green)

Usage: 

Remaining Allotment: \$96,843.19 [Click Chart for Details](#)

[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	
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete
0000073759	07/22/11	Allotment - New 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

1

Continuing Adoptions...

2. The Requisition Summary tab is displayed. The requisition screen has a tab for each grade level through eighth grade and a tab for each subject area for high school.
3. The **Save Work** button is on this tab. The Save Work button saves all the requisition data when selected.

The screenshot shows the 'Requisition Summary' tab selected. The top navigation bar includes tabs for 'Kindergarten' through '7th Grade'. A red arrow labeled '2' points to the '7th Grade' tab. Below the tabs, the 'Allotment - Continuing Adoptions - EMAT' section displays various fields: County District (003902 HUDSON ISD), District Type (Independent School District), Region (7), Business Unit (03902), School Year (2011-2012), Requisition ID (NEXT), and Requisition Status (In Progress). Below this, a table shows 'This Requisition' with a value of \$0.00 and 'Total From Pending Transactions' also at \$0.00. A 'Save Work' button is highlighted in yellow. A red arrow labeled '3' points to this button. To the right of the 'Save Work' button is a 'Remaining Balance' of \$96,843.19. Below the table, there is a 'Select a Delivery Address' section with a search bar containing '003902002' and a magnifying glass icon. Below the search bar, the address is listed as 'EMAT Delivery Point', '6735 TED TROUT DRIVE', 'LUFKIN', 'TX', '75904'. To the right of the address is a 'Requisition Information' section with a 'Last Updated By' field. Below the address section, there are three sections: 'Select a Ship Date' with a 'Shipping Date' of '08/04/2011' and a link 'Select an available Shipment Date'; 'View/Print Options' with links 'View/Print Requisition Summary' and 'View/Print Order List'; and 'Financial Information' with 'Total TEA Paid to Publisher(s)' and 'Total TEA Paid to District' both at \$0.00.

Allotment - Continuing Adoptions - EMAT			
County District	003902 HUDSON ISD	District Type	Independent School District
School Year	2011-2012	Requisition ID	NEXT
Region	7	Business Unit	03902
Requisition Status	In Progress		
This Requisition	\$0.00	Save Work	Remaining Balance \$96,843.19
Total From Pending Transactions	\$0.00	Go back to Start Page Allotment	

Select a Delivery Address	Requisition Information
Delivery Address <input type="text" value="003902002"/>	Last Updated By
EMAT Delivery Point	
6735 TED TROUT DRIVE	
LUFKIN TX 75904	

Select a Ship Date	View/Print Options	Financial Information
Shipping Date 08/04/2011	View/Print Requisition Summary	Total TEA Paid to Publisher(s) \$0.00
Select an available Shipment Date	View/Print Order List	Total TEA Paid to District \$0.00

Continuing Adoptions...

4. Click on the **1st Grade** tab and the following page is displayed. It is important to note that materials previously ordered for a specific Multilist Code [MLC] will automatically default in the Requisition Detail portion of the page. If there are no materials ordered by the district for a specific Multilist Code, then no materials will be shown.

Requisition Summary Kindergarten **1st Grade** 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade 7th Grade 8th Grade D

Allotment - Continuing Adoptions - EMAT

County District 003902 HUDSON ISD District Type Independent School District Region 7
 School Year 2011-2012 Requisition ID NEXT Requisition Status In Progress Business Unit 03902

This Requisition \$0.00 [Save Work](#) Remaining Balance \$96,843.19
 Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

Requisition Detail [Download To Excel](#) 1-17 of 17

Requisition	MLC	EEF	Multilist Code	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEKS %	Mid Cycle	Standard Price	Extended Amount	PEIMS Enrollment	Inventory Quantity On Hand
1	1004		9780022075279		Macmillan/McGraw-Hill Texas Treasures 2011 (Grade 1)				SBOE Adopted	100.000		\$105.52	\$0.00	183	220
2	1007											\$0.00	\$0.00	28	
3	1120		9781600326998		Saxon Math 1: Tx Ed Stu Pkg Syst (serves up to 24 students)				SBOE Adopted	100.000		\$699.38	\$0.00	183	231
4	1123											\$0.00	\$0.00	28	
5	1200		0153112042		Harcourt Science				SBOE Adopted	100.000		\$33.50	\$0.00	183	209
6	1230											\$0.00	\$0.00	28	
7	1320		0153342285		Harcourt Horizons English Grade 1				SBOE Adopted	100.000		\$33.50	\$0.00	183	220
8	1323											\$0.00	\$0.00	28	

4

Continuing Adoptions...

- To order different materials for a Multilist Code that has materials previously ordered, the icon must be selected. An additional row for the Multilist Code [MLC] will appear and the new material can be selected by clicking on the prompt icon

Requisition Summary Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade 7th Grade 8th Grade

Allotment - Continuing Adoptions - EMAT

County District 003902 HUDSON ISD District Type Independent School District Region 7
 School Year 2011-2012 Requisition ID NEXT Requisition Status In Progress Business Unit 03902

This Requisition \$0.00 [Save Work](#) Remaining Balance \$96,843.19
 Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

Requisition Detail [Download To Excel](#) 1-18 of 18

Requisition	MLC	Multilist Code	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEKS %	Mid Cycle	Standard Price	Extended Amount	PEIMS Enrollment	Inventory Quantity On Hand
1	1004	9780022075279		Macmillan/McGraw-Hill Texas Treasures 2011 (Grade 1)				SBOE Adopted	100.000		\$105.52	\$0.00	183	220
2	1007										\$0.00	\$0.00	28	
3	1120	9781600326998		Saxon Math 1: Tx Ed Stu Pkg Syst (serves up to 24 students)				SBOE Adopted	100.000		\$699.38	\$0.00	183	231
4	1120										\$0.00	\$0.00	183	231
5	1123										\$0.00	\$0.00	28	
6	1200	0153112042		Harcourt Science				SBOE Adopted	100.000		\$33.50	\$0.00	183	209
7	1230										\$0.00	\$0.00	28	
8	1320	0153342285		Harcourt Horizons English Grade 1				SBOE Adopted	100.000		\$33.50	\$0.00	183	220

5

Continuing Adoptions...

6. Enter the **Student Requisition Quantity** and the **Teacher Requisition Quantity** for each New Adoption item you would like to order. For your reference, several informational columns are shown to the right of the quantity columns.
- EMAT Type – SBOE Adopted, Commissioner’s List, or Open Source.
 - TEKS % - Texas Essential Knowledge Skills percentage covered by the listed item.
 - Mid Cycle Checkbox – When checked, indicates the item was adopted as part of a mid-cycle adoption and not during a standard adoption.
 - Standard Price – represents the unit price for the item. The price will be multiplied by the quantity ordered to calculate the Extended Amount.
 - Extended Amount – Calculated amount will be deducted from the district allotment balance.
 - PEIMS Enrollment – The grade level enrollment loaded from TEA PEIMS system.
 - Inventory Quantity on Hand – The district’s current inventory for the item.

Continuing Adoptions...

- After entering a quantity, the Extended Amount will be calculated as Standard Price * the quantity entered. In the top portion of the page, the amounts next to This Requisition and Remaining Balance should change to reflect your entries.

The screenshot shows the EMAT Allotment - Continuing Adoptions page. At the top, there are tabs for different grade levels: Requisition Summary, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, and 7th Grade. The main section is titled "Allotment - Continuing Adoptions - EMAT". It displays various fields including County District (003902 HUDSON ISD), District Type (Independent School District), Region (7), Business Unit (03902), School Year (2011-2012), Requisition ID (0000073762), and Requisition Status (In Progress). Below this, there are two rows of financial data: "This Requisition" with an amount of \$6,686.38 and a "Save Work" button, and "Total From Pending Transactions" with an amount of \$0.00 and a "Go back to Page Allotment" link. The "Remaining Balance" is shown as \$90,156.81. The page is divided into three main sections: "Select a Delivery Address", "Requisition Information", and "Financial Information". The "Select a Delivery Address" section shows a delivery address of 6735 TED TROUT DRIVE, LUFKIN, TX 75904. The "Requisition Information" section shows the last updated by DBAGENT on 07/22/2011 at 3:07PM. The "Financial Information" section shows the total TEA paid to publisher(s) as \$6,686.38 and the total TEA paid to district as \$0.00. A red arrow labeled '8' points to the "Save Work" button, and another red arrow labeled '7' points to the "Financial Information" section.

Allotment - Continuing Adoptions - EMAT	
County District	003902 HUDSON ISD
District Type	Independent School District
Region	7
Business Unit	03902
School Year	2011-2012
Requisition ID	0000073762
Requisition Status	In Progress
This Requisition	\$6,686.38
Total From Pending Transactions	\$0.00
Remaining Balance	\$90,156.81

Select a Delivery Address	
Delivery Address	003902002
EMAT Delivery Point	6735 TED TROUT DRIVE
LUFKIN	TX 75904


Requisition Information	
Last Updated By	DBAGENT
07/22/2011 3:07PM	

Financial Information	
Total TEA Paid to Publisher(s)	\$6,686.38
Total TEA Paid to District	\$0.00

- After entering the requisition information, ALWAYS click the **Save Work** button. If you exit the requisition page or the EMAT system without saving, your data will be lost. The Requisition Summary also displays the total TEA pays to publishers and the total TEA pays to districts.

Continuing Adoptions...

9. To review the requisition before submitting, click on the **View/Print** Requisition Summary.


TEXAS EDUCATION AGENCY

Requisition Summary

Allotment - Continuing Adoptions - EMAT

District / Charter 003902-HUDSON ISD
 Requisition ID:0000073762
 Status: In Progress

Last Updated by: DBAGENT-2011/07/22 20:07:51
 Expected Ship Date: 08/04/2011

SBOE Adopted
 Depository /Publisher:
 McGraw-Hill Companies Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
8120	0078740517	Glencoe Texas Mathematics Course 3	SBOE Adopted	100.00	N	2	0	0	\$50.70	\$283.50	\$0.00
9053	9780078932434	Glencoe Literature Texas Treasures (Grade 11)	SBOE Adopted	100.00	N	44	0	0	\$77.66	\$3,417.04	\$0.00
9054	9780078932441	Glencoe Literature Texas Treasures (Grade 12)	SBOE Adopted	100.00	N	14	0	0	\$77.66	\$1,087.24	\$0.00

Total TEA paid to Publisher McGraw-Hill Companies Depository \$4,787.78
***Total Due from District to Publisher McGraw-Hill Companies Depository \$0.00**

Depository /Publisher:
 Archway SCM LLC Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
9183	0618751833	Calculus of a Single Variable	SBOE Adopted	100.00	N	2	0	0	\$84.27	\$168.54	\$0.00
9351	0618205542	The Earth and Its Peoples - A Global History AP World History	SBOE Adopted	100.00	N	2	0	0	\$87.17	\$201.51	\$0.00

Total TEA paid to Publisher Archway SCM LLC Depository \$370.05
***Total Due from District to Publisher Archway SCM LLC Depository \$0.00**

Depository /Publisher:
 Pearson Education Depository

"If an amount appears next to "Total TEA paid to District", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher/Vendor. Payment should not be sent to TEA. District will receive a payment from TEA, but will be responsible for ordering the material and paying the designated publisher/depository directly.

Created on 7/22/2011 15:15 PM Page 1 of 2

Requisition Summary

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
9242	0131838641	Biology	SBOE Adopted	100.00	N	8	0	0	\$68.00	\$544.00	\$0.00
945A	0131164112	Alcornoque pass	SBOE Adopted	100.00	N	2	0	0	\$55.34	\$278.70	\$0.00

Total TEA paid to Publisher Pearson Education Depository \$628.70
***Total Due from District to Publisher Pearson Education Depository \$0.00**

Depository /Publisher:
 Houghton Mifflin Harcourt Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
9330	0618184074	The Americans: Reconstruction to the 21st Century	SBOE Adopted	100.00	N	10	0	0	\$59.40	\$594.00	\$0.00
9350	0618183531	World History: Patterns of Interaction	SBOE Adopted	100.00	N	3	0	0	\$60.00	\$180.00	\$0.00

Total TEA paid to Publisher Houghton Mifflin Harcourt Depository \$809.85
***Total Due from District to Publisher Houghton Mifflin Harcourt Depository \$0.00**

Total TEA paid to All Publishers \$6,686.38
***Total TEA paid to District \$0.00**

"If an amount appears next to "Total TEA paid to District", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher/Vendor. Payment should not be sent to TEA. District will receive a payment from TEA, but will be responsible for ordering the material and paying the designated publisher/depository directly.

Created on 7/22/2011 15:15 PM Page 2 of 2

Continuing Adoptions...

10. When all requisition information is entered and saved, click on the **Submit to TEA** button to submit the requisition for processing.

Select a Delivery Address		Requisition Information	
Delivery Address	<input type="text" value="079906002"/>	Last Updated By Larry Sims 07/25/2011 10:19AM	
EMAT Delivery Point 16417 HWY 36 NEEDVILLE TX 77461			
Select a Ship Date	View/Print Options	Financial Information	
Shipping Date 08/04/2011 Select an available Shipment Date	View/Print Requisition Summary View/Print Order List	Total TEA Paid to Publisher(s) \$0.00 Total TEA Paid to District \$0.00	

10

To submit a requisition, you must enter your orders on the Grade level tabs above, select a Delivery Address and a Shipment date, and click "Submit to TEA". The requisition will be processed after TEA approval.
To save a requisition without submitting, click "Save Work". You can then come back later to complete and submit the requisition.
To cancel a requisition, click "Cancel Requisition". Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

Submit To TEA

Cancel Requisition

Continuing Adoptions...

11. After saving and submitting the requisition, click on the **Go back to Start Page** link. Notice that the status of the requisition is changed to Submitted. The date submitted and the new requisition ID is displayed.

*Select a School Year 2011-2012 District/Charter **003902** HUDSON ISD

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

Legend: ■ Used ■ Remaining

Usage: [Bar chart showing Used (orange) and Remaining (green) portions]

Remaining Allotment: \$90,156.81 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	
0000073762	07/22/11	Allotment - Continuing Adoptions - EMAT	Submitted
NEXT		Allotment - Supplemental - EMAT	Create New Requisition
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete
0000073759	07/22/11	Allotment - New 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

11

4. Supplemental Requisition



Supplemental Requisition...

To access and use the *Allotment – Supplemental – EMAT* Requisition:

1. From the District Start Page, click on the **Create New Requisition** link, shown next to the Allotment – Supplemental – EMAT requisition type.

*Select a School Year 2011-2012 District/Charter 003902 HUDSON ISD

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

Used Remaining

Usage

0 50,000 100,000 150,000 200,000 250,000

Remaining Allotment: \$90,156.81 Click Chart for Details

EMAT

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

EVI

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

☐ Hide Complete Requisitions

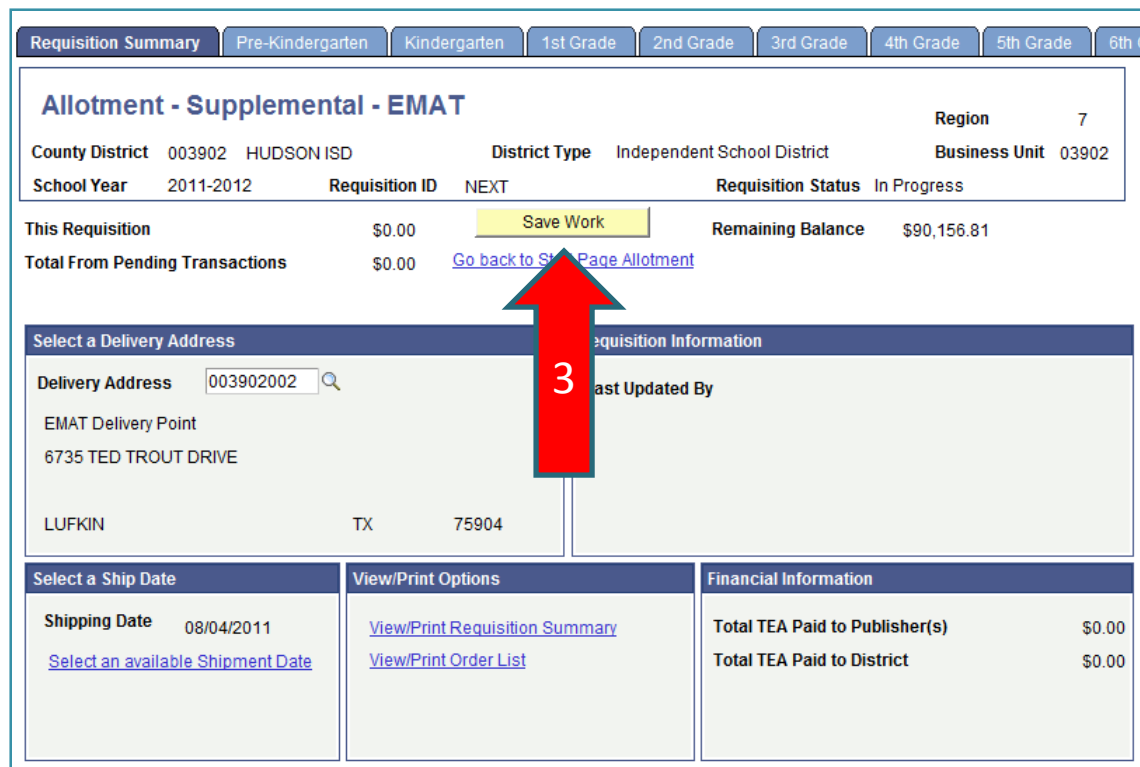
EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Supplemental - EMAT	Create New Requisition
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete
0000073759	07/22/11	Allotment - New Adoptions - EMAT	Complete
0000073762	07/22/11	Allotment - Continuing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

1

Supplemental Requisition...

2. The Requisition Summary tab is displayed. The requisition screen has a tab for each grade level through eighth grade and a tab for each subject area for high school.



The screenshot shows the 'Requisition Summary' tab selected in a series of tabs at the top. A red arrow labeled '2' points to this tab. The main content area displays requisition details for 'Allotment - Supplemental - EMAT'. It includes fields for County District (003902 HUDSON ISD), District Type (Independent School District), Region (7), School Year (2011-2012), Requisition ID (NEXT), Business Unit (03902), and Requisition Status (In Progress). A 'Save Work' button is highlighted in yellow. Below this, there are sections for 'Select a Delivery Address' (with a search bar and address details), 'Select a Ship Date' (with a date of 08/04/2011), 'View/Print Options' (with links for 'View/Print Requisition Summary' and 'View/Print Order List'), and 'Financial Information' (showing 'Total TEA Paid to Publisher(s)' and 'Total TEA Paid to District' both at \$0.00). A red arrow labeled '3' points to the 'Save Work' button.

Allotment - Supplemental - EMAT			
County District	003902 HUDSON ISD	District Type	Independent School District
School Year	2011-2012	Requisition ID	NEXT
Region	7	Business Unit	03902
Requisition Status	In Progress		
This Requisition	\$0.00	Save Work	Remaining Balance
Total From Pending Transactions	\$0.00	Go back to Ship Page Allotment	

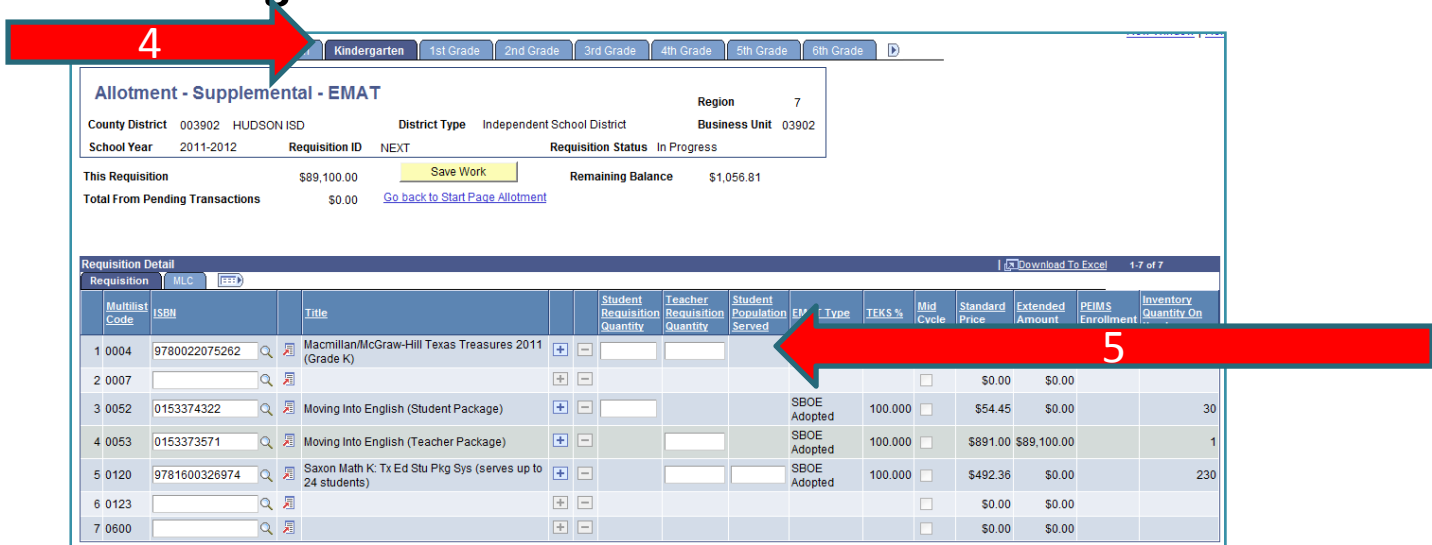
Select a Delivery Address	
Delivery Address	003902002
EMAT Delivery Point	6735 TED TROUT DRIVE
LUFKIN	TX 75904

Select a Ship Date	View/Print Options	Financial Information
Shipping Date	View/Print Requisition Summary	Total TEA Paid to Publisher(s)
Select an available Shipment Date	View/Print Order List	Total TEA Paid to District

3. The **Save Work** button is on this tab. The Save Work button saves all the requisition data when selected.

Supplemental Requisition...

4. Click on the **Kindergarten** tab.



4

Allotment - Supplemental - EMAT

County District: 003902 HUDSON ISD District Type: Independent School District Region: 7
 School Year: 2011-2012 Requisition ID: NEXT Requisition Status: In Progress Business Unit: 03902

This Requisition: \$89,100.00 Save Work Remaining Balance: \$1,056.81
 Total From Pending Transactions: \$0.00 [Go back to Start Page Allotment](#)

Requisition Detail

Requisition	MLC	UTL	Download To Excel	1-7 of 7								
Multistat Code	ISBN	Title	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	EMAT Type	TEKS %	Mid Cycle	Standard Price	Extended Amount	PEIMS Enrollment	Inventory Quantity On
1 0004	9780022075262	Macmillan/McGraw-Hill Texas Treasures 2011 (Grade K)										
2 0007									\$0.00	\$0.00		
3 0052	0153374322	Moving Into English (Student Package)				SBOE Adopted	100.000		\$54.45	\$0.00		30
4 0053	0153373571	Moving Into English (Teacher Package)				SBOE Adopted	100.000		\$891.00	\$89,100.00		1
5 0120	9781600326974	Saxon Math K: Tx Ed Stu Pkg Sys (serves up to 24 students)				SBOE Adopted	100.000		\$492.36	\$0.00		230
6 0123									\$0.00	\$0.00		
7 0600									\$0.00	\$0.00		

5

5. Enter the **Student Requisition Quantity** and the **Teacher Requisition Quantity** for each New Adoption item you would like to order. For your reference, several informational columns are shown to the right of the quantity columns:

- EMAT Type – SBOE Adopted, Commissioner’s List, or Open Source.
- TEKS % - Texas Essential Knowledge Skills percentage covered by the listed item.
- Mid Cycle Checkbox – When checked, indicates the item was adopted as part of a mid-cycle adoption and not during a standard adoption.
- Standard Price – represents the unit price for the item. The price will be multiplied by the quantity ordered to calculate the Extended Amount.
- Extended Amount – Calculated amount will be deducted from the district allotment balance.

Supplemental Requisition...

6. After entering a quantity, the Extended Amount will be calculated as Standard Price * the quantity entered. In the top portion of the page, the amounts next to This Requisition and Remaining Balance should change to reflect your entries.

The screenshot shows the 'Requisition Summary' page for 'Allotment - Supplemental - EMAT'. At the top, there are tabs for grade levels from Pre-Kindergarten to 6th Grade. Below the title, fields for County District (003902 HUDSON ISD), District Type (Independent School District), Region (7), School Year (2011-2012), Requisition ID (0000073763), and Business Unit (03902) are displayed. A 'Save Work' button is highlighted in yellow. The 'This Requisition' amount is \$44,550.00, and the 'Remaining Balance' is \$43,596.31. A red arrow labeled '7' points to the 'Save Work' button. Another red arrow labeled '6' points to the 'Financial Information' table at the bottom right.

Requisition Summary	
Allotment - Supplemental - EMAT	
County District	003902 HUDSON ISD
District Type	Independent School District
School Year	2011-2012
Requisition ID	0000073763
Requisition Status	In Progress
This Requisition	\$44,550.00
Total From Pending Transactions	\$0.00
Remaining Balance	\$43,596.31

Select a Delivery Address	
Delivery Address	003902002
EMAT Delivery Point	
6735 TED TROUT DRIVE	
LUFKIN	TX 75904


Requisition Information	
Last Updated By	DBAGENT
	07/22/2011 4:18PM

Financial Information	
Total TEA Paid to Publisher(s)	\$44,550.00
Total TEA Paid to District	\$0.00

7. After entering the requisition information, ALWAYS click the **Save Work** button. If you exit the requisition page or the EMAT system without saving, your data will be lost. The Requisition Summary also displays the total TEA pays to publishers and the total TEA pays to districts.

Supplemental Requisition...

8. To review the requisition before submitting, click on the **View/Print Requisition Summary**.

**TEXAS EDUCATION AGENCY**

Requisition Summary
Allotment - Supplemental - EMAT

District / Charter 003902-HUDSON ISD
Requisition ID:0000073763
Status: In Progress

Last Updated by: DBAGENT-2011/07/22 21:18:13
Expected Ship Date: 08/04/2011

SBOE Adopted
Depository /Publisher:
Houghton Mifflin Harcourt Depository

MLC	ISBN	TITLE	EMAT Type	TEKS %	Mid Cycle	Student Quantity	Teacher Quantity	Student Served	Unit Price	TEA Paid to Publisher	TEA Paid to District
0053	0153373571	Moving Into English (Teacher Package)	SBOE Adopted	100.00	N	0	50	0	\$891.00	\$44,550.00	\$0.00

Total TEA paid to Publisher Houghton Mifflin Harcourt Depository

\$44,550.00

*Total Due from District to Publisher Houghton Mifflin Harcourt Depository

\$0.00

Total TEA paid to All Publishers

\$44,550.00

*Total TEA paid to District

\$0.00

*If an amount appears next to "Total TEA paid to District", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher/vendor. Payment should not be sent to TEA. District will receive a payment from TEA, but will be responsible for ordering the material and paying the designated publisher/depository directly.

Created on 7/22/2011 16:20 PM

Page 1 of 1

Supplemental Requisition...

9. When all requisition information is entered and saved, click on the **Submit to TEA** button to submit the requisition for processing.

Select a Delivery Address		Requisition Information	
Delivery Address	<input type="text" value="079906002"/>	Last Updated By	Larry Sims 07/25/2011 10:19AM
EMAT Delivery Point			
16417 HWY 36			
NEEDVILLE	TX 77461		

Select a Ship Date	View/Print Options	Financial Information
Shipping Date 08/04/2011	View/Print Requisition Summary	Total TEA Paid to Publisher(s) \$0.00
Select an available Shipment Date	View/Print Order List	Total TEA Paid to District \$0.00

9

To submit a requisition, you must enter your orders on the Grade level tabs above, select a Delivery Address and a Shipment date, and click "Submit to TEA". The requisition will be processed after TEA approval.
To save a requisition without submitting, click "Save Work". You can then come back later to complete and submit the requisition.
To cancel a requisition, click "Cancel Requisition". Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

Submit To TEA

Cancel Requisition

Supplemental Requisition...

During submit the system checks to see if the transaction exceeds the allotment warning % set by TEA for the school year. This is a warning message only and will not prevent the transaction from further processing. If the remaining allotment balance is exceeded, the transaction cannot be saved or submitted for processing.

The screenshot displays a web application interface for managing requisitions. At the top, there are tabs for different grade levels: Pre-Kindergarten, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, and 6th Grade. The main section is titled "Allotment - Supplemental - EMAT". It shows details for County District 003902 HUDSON ISD, District Type Independent School District, Region 7, Business Unit 03902, and School Year 2011-2012. The Requisition ID is 0000073763 and the Requisition Status is Submitted. A "Save Work" button is visible. Below this, it shows "This Requisition" for \$89,100.00 and "Total From Pending Transactions" for \$0.00. A "Remaining Balance" of \$1,056.81 is also displayed. A "Go back to Start Page Allotment" link is present. A "Message" dialog box is overlaid on the screen, stating: "You have exceeded your threshold defined for current school year (30000,6)". The dialog has an "OK" button. Two large red arrows point towards the message box from the left and right sides. At the bottom, there are sections for "Select a Ship Date" (Shipping Date 08/04/2011, Select an available Shipment Date), "View/Print Options" (View/Print Requisition Summary, View/Print Order List), and "Financial Information" (Total TEA Paid to Publisher(s) \$89,100.00, Total TEA Paid to District \$0.00).

Allotment - Supplemental - EMAT		Region	7
County District	003902 HUDSON ISD	District Type	Independent School District
School Year	2011-2012	Business Unit	03902
Requisition ID	0000073763	Requisition Status	Submitted
This Requisition	\$89,100.00	Remaining Balance	\$1,056.81
Total From Pending Transactions	\$0.00		

Message

You have exceeded your threshold defined for current school year (30000,6)

OK

Select a Ship Date	View/Print Options	Financial Information
Shipping Date 08/04/2011 Select an available Shipment Date	View/Print Requisition Summary View/Print Order List	Total TEA Paid to Publisher(s) \$89,100.00 Total TEA Paid to District \$0.00

Supplemental Requisition...

10. After saving and submitting the requisition, click on the **Go back to Start Page** link. Notice that the status of the requisition is changed to Submitted. The date submitted and the new requisition ID is displayed.

*Select a School Year **2011-2012** District/Charter **003902 HUDSON ISD**

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

Used
Remaining

Usage

0 50,000 100,000 150,000 250,000

Remaining Allotment: \$43,596.31

EMAT

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

EVI

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

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

100

Questions From Region ESCs and TEXT/E-MAILs

Kim Slough – TCAT
Karla Christman - TCAT



Text or Email Questions To:

- Text 512.567-0857
- Email textbook.texas.net



**Welcome
to
Instructional Materials
EMAT Training
Allotment**

August 2, 2011



Text or Email Questions To:

- Text 512.567-0857
- Email textbook.texas.net



Your Training TEAM

- Karla Christman, *TCAT*
- John Lopez, *TEA*
- Amy McClintic, *Sierra Systems - TEA*
- Kim Slough, *TCAT*
- Larry Sims, *Sierra Systems - TEA*



Housekeeping

- Roll Call
- This is the second part of a three part presentation
- Today, we will cover the disbursement process and rules
- Tomorrow, 10:00AM – 12:00PM, we will answer submitted questions
- Please keep microphones on mute during the presentation.



*Q & A with **JOHN LOPEZ***

- John Lopez, *TEA*
- Karla Christman, *TCAT*

Review of yesterday's presentation - Requisitions

Allotment Disbursements

Larry Sims, *Sierra Systems - TEA*



Allotment Disbursements

- Allotment Disbursement functionality in EMAT enables the school districts to order non state-adopted Instructional materials, Technology Equipment and Technology Services (including supporting products which are not on the TEA approved list) from the fixed dollar allotment which is available in EMAT for each district for school year 2011- 2012

Key Points Regarding Allotment Disbursements

- Allotment Disbursement transactions are validated against the districts' remaining allotment balance throughout the year.
- Allotment Disbursement transactions can be used to order non state-adopted Instructional materials, Technology Equipment and Technology Services.

Key Points Regarding Allotment Disbursements...

- Allotment Disbursements are controlled by TEA administrators and they activate/deactivate the allowable Disbursement Types and Categories.
- TEA Administrators approve the Allotment Disbursement transactions prepared by the districts. After approval, payments are made directly to the districts.

Allotment Disbursements

To access the Allotment Disbursement Summary:

1. From the District Start Page, click the **Allotment Disbursement** link.

*Select a School Year 2011-2012 District/Charter **246909** **ROUND ROCK ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form is Required and has NOT been Received.
Summer Shipment dates are Required. [Update Summer Ship Dates](#)
October month-end enrollment data is complete. [EMAT Enrollment](#)
Surplus reporting has been Submitted. [Update Surplus](#)
[Certify Allotment Funds](#)
[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Legend: ■ Used ■ Remaining

Usage

Remaining Allotment: \$4,581,000.00 Click Chart for Details

☐ Hide Complete Requisitions

EMAT Requisition List Find 1-4 of 4

Requisition ID	Last Updated	Requisition Type	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Subscription Renewals - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List Find 1-4 of 4

Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

EMAT


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

EVI

- [EVI Enrollment](#)
- [EVI Inventory Browser](#)
- [Reports](#)
- [Ship to STRC](#)
- [Receive EVI Vendor Shipments](#)

Allotment Disbursements...

2. The Allotment Disbursement **Summary Page** is displayed.





Summary

County District	246909	ROUND ROCK ISD	Region	13	
Business Unit	F6909	District Type	Independent School District	Status	Active

Disbursements

Completed Disbursements	\$888.68	Pending Disbursements	\$1,500.00	Remaining Balance	\$4,581,000.00
-------------------------	----------	-----------------------	------------	-------------------	----------------

Customize | Find |   First 1-5 of 5 Last

School Year	Transaction Date	Disbursement Type	Status	
NEXT		Create New Disbursement		
2 2011-2012	D000020828	07/18/2011	Technology Services	Completed
3 2011-2012	D000020831	07/18/2011	Instructional Materials	In Progress
4 2011-2012	D000020830	07/18/2011	Technological Equipment	Submitted
5 2011-2012	D000020829	07/18/2011	Instructional Materials	Completed

[Go back to Start Page Allotment](#)

3. Allotment Disbursement **Summary Page** displays the list of Allotment Disbursement transactions with different Statuses such as In Progress, Submitted and Completed. To create a new Allotment Disbursement transaction, click on **NEXT** link.

Allotment Disbursements...

4. If a district wants to continue its In-Progress Allotment Disbursement transaction, the district clicks on the **Transaction ID** link, so that the **Allotment Disbursement Page** is displayed.

Summary

County District 246909 ROUND ROCK ISD Region 13

Business Unit F6909 District Type Independent School District Status Active

Disbursements

Completed Disbursements \$888.68 Pending Disbursements \$1,500.00 Remaining Balance \$4,581,000.00

Customize | Find | First 1-5 of 5 Last

	School Year	NEXT	Transaction Date	Disbursement Type	Status
1	2011-2012	NEXT		Create New Disbursement	
2	2011-2012	D000020828	07/18/2011	Technology Services	Completed
3	2011-2012	D000020831	07/18/2011	Instructional Materials	In Progress
4	2011-2012	D000020830	07/18/2011	Technological Equipment	Submitted
5	2011-2012	D000020829	07/18/2011	Instructional Materials	Completed

[Go back to Start Page Allotment](#)



Allotment Disbursements...

5. District can ONLY cancel the transaction which is in Submitted Status. If the transaction Status is completed, it means that TEA has already approved the transaction and check payment will be issued to the district

Allotment Disbursements...

6. To cancel the transaction, click **Cancel Disbursement** button on **Allotment Disbursement Page**

Disbursement

Allotment Disbursement - Instructional Materials

County District: 246909 ROUND ROCK ISD Region: 13

District Type: Independent School District Business Unit: F6909

School Year: 2011-2012 Transaction ID: D000020831 Transaction Status: Submitted

This Disbursement: \$500.00 Remaining Balance: \$4,523,000.00

Total from pending transactions: \$57,500.00

Allotment Disbursement Information

Last User to Update: DBAGENT 07/18/11 4:17:14PM

Certified By: DBAGENT 07/18/11 4:17PM

Certifier Phone: 512-111-1111


Disbursement Lines

Disbursement Category: OSR Open Source

Contract Vendor ID	Vendor Name	Web Site	Title	ISBN	Author	Language	Subject Area ID	Course Name
1 100	Certified Mail		t	T	T	English	T	T

Cancel Disbursement

[Go back to Allotment Summary](#)



Allotment Disbursements Transactions



Allotment Disbursements Transactions

There are three different Allotment Disbursement type transactions in EMAT:

1. Instructional Materials
2. Technological Equipment
3. Technology Services.

1. *Instructional Materials*



1. Instructional Materials Disbursement

Used by districts to order instructional materials that are **NOT** State Board or Commissioner adopted.

1. From the District Start Page, click the **Allotment Disbursement** link.

*Select a School Year District/Charter **246909** **ROUND ROCK ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form is Required and has NOT been Received.
Summer Shipment dates are Required. [Update Summer Ship Dates](#)
October month-end enrollment data is complete. [EMAT Enrollment](#)
Surplus reporting has been Submitted. [Update Surplus](#)
[Certify Allotment Funds](#)
[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Used
Remaining

Usage

0 1,000,000 2,000,000 3,000,000 4,000,000

Remaining Allotment: \$4,581,000.00 Click Chart for Details

EMAT

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

EVI

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

☐ Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Subscription Renewals - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

Instructional Materials Disbursement...

2. The Allotment Disbursement **Summary** page is displayed.

Summary

County District 246909 ROUND ROCK ISD Region 13

Business Unit F6909 District Type Independent School District Status Active

Disbursements

Completed Disbursements \$888.68 Pending Disbursements \$1,500.00 Remaining Balance \$4,581,000.00

Customize | Find | First 1-5 of 5 Last

	School Year	Transaction ID	Transaction Date	Disbursement Type	Status
1	2011-2012	NEXT		Create New Disbursement	
2	2011-2012	D000020828	07/18/2011	Technology Services	Completed
3	2011-2012	D000020831	07/18/2011	Instructional Materials	Submitted
4	2011-2012	D000020830	07/18/2011	Technological Equipment	Submitted
5	2011-2012	D000020829	07/18/2011	Instructional Materials	Completed

[Go back to Start Page Allotment](#)

3. Click **Next** link under the Transaction ID field.

Instructional Materials Disbursement...

4. **Allotment Disbursement type Page** is displayed. Select **Instructional Materials** option from the dropdown list and click **OK** button.

Favorites Main Menu > EMAT/EVI > District Start Page

Please select the allotment disbursement type and then click OK

Allotment Disbursement type:

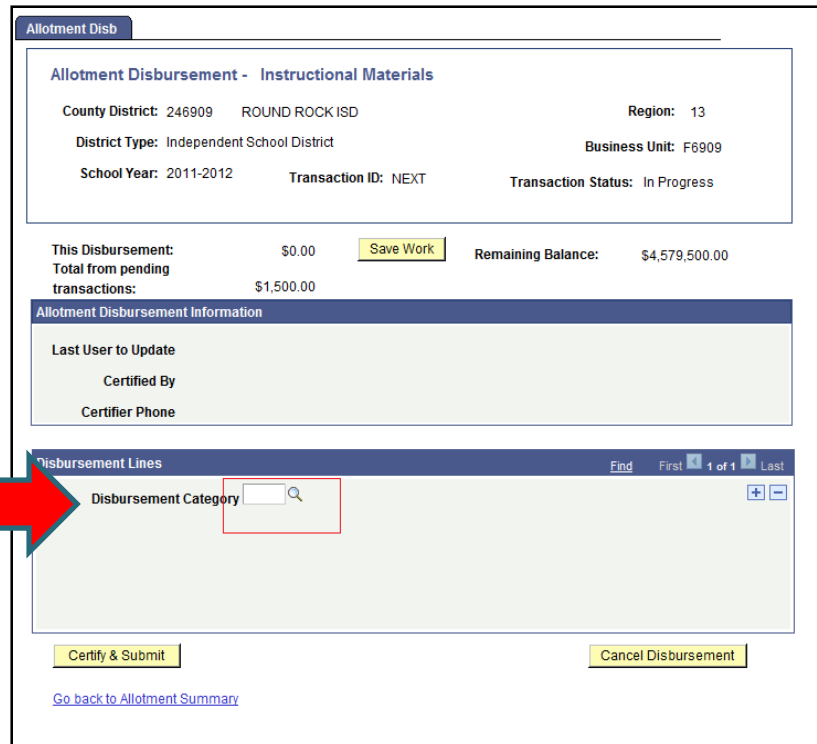
Disbursement Transaction Type:

OK Cancel

Instructional Materials
Technological Equipment
Technology Services

Instructional Materials Disbursement...

5. Allotment Disbursement page for Instructional Materials is displayed.
6. Select the appropriate **Disbursement category** by clicking the magnifying glass icon.



Allotment Disb

Allotment Disbursement - Instructional Materials


County District: 246909 ROUND ROCK ISD Region: 13
District Type: Independent School District Business Unit: F6909
School Year: 2011-2012 Transaction ID: NEXT Transaction Status: In Progress

This Disbursement: \$0.00 **Save Work** Remaining Balance: \$4,579,500.00
Total from pending transactions: \$1,500.00

Allotment Disbursement Information

Last User to Update
Certified By
Certifier Phone

Disbursement Lines Find First 1 of 1 Last

Disbursement Category 

Certify & Submit **Cancel Disbursement**

[Go back to Allotment Summary](#)

Disbursement Categories are:

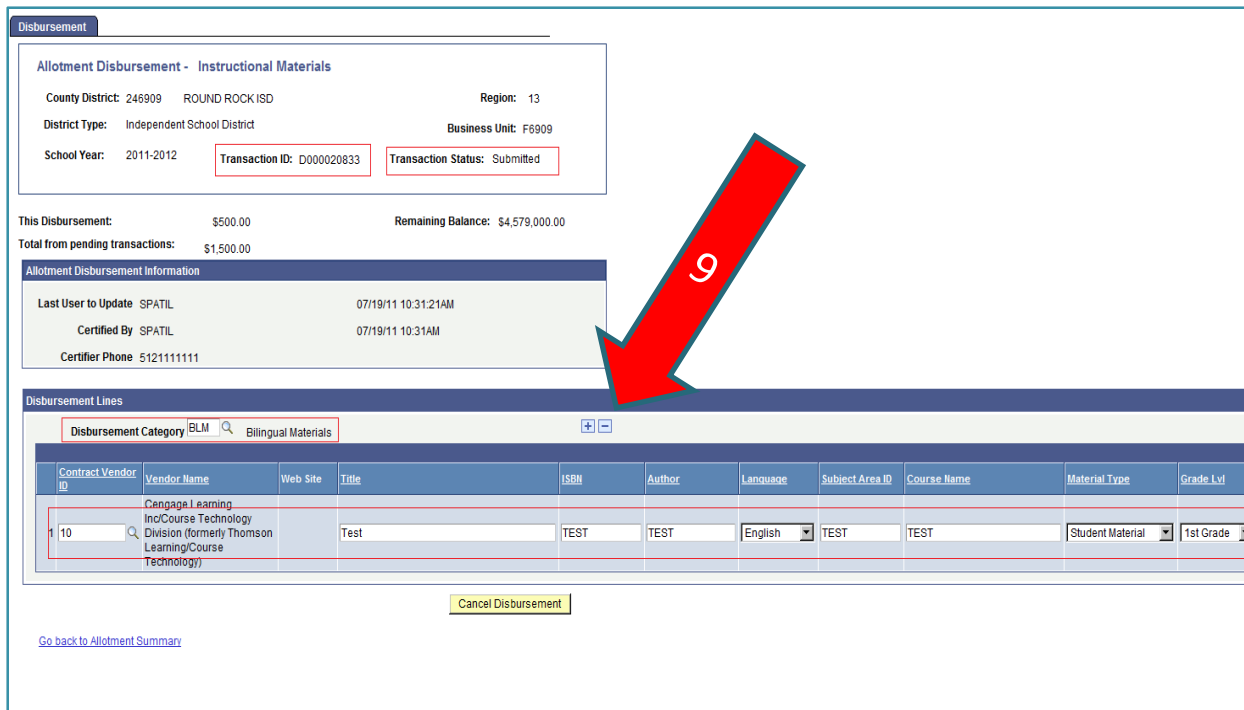
- Bilingual Materials
- Open Source
- Supplemental Materials

Instructional Materials Disbursement...

7. New Grid under **Disbursement**
Lines box is displayed which allows the user to enter the data for the Instructional Materials items to be ordered.
8. User is required to enter the following fields:
 - **Publisher**
 - **Title**
 - **ISBN**
 - **Author**
 - **Subject**
 - **Grade**
 - **Course**
 - **Student Served**
 - **Copyright**
 - **Edition**
 - **Media format**
 - **Material Type**
 - **Language**
 - **TEKS%**
 - **Quantity**
 - **Unit Price.**

Instructional Materials Disbursement...

9. User can add additional Instructional Materials by clicking on the plus “+” sign to add another line.



The screenshot shows a web application for disbursement. At the top, a tab labeled 'Disbursement' is active. Below it, a section titled 'Allotment Disbursement - Instructional Materials' contains fields for County District (246909), District Type (Independent School District), School Year (2011-2012), Region (13), Business Unit (F6909), Transaction ID (D000020833), and Transaction Status (Submitted). Below this, financial summary fields show 'This Disbursement: \$500.00', 'Total from pending transactions: \$1,500.00', and 'Remaining Balance: \$4,579,000.00'. An 'Allotment Disbursement Information' section lists 'Last User to Update' (SPATIL, 07/19/11 10:31:21AM), 'Certified By' (SPATIL, 07/19/11 10:31AM), and 'Certifier Phone' (5121111111). A large red arrow with the number '9' points to a plus sign icon in the 'Disbursement Lines' section. This section has a search bar for 'Disbursement Category' (BLM) and a table with columns: Contract Vendor ID, Vendor Name, Web Site, Title, ISBN, Author, Language, Subject Area ID, Course Name, Material Type, and Grade Lvl. The first row shows Contract Vendor ID 10, Vendor Name Cengage Learning Inc/Course Technology Division (formerly Thomson Learning/Course Technology), Title Test, ISBN TEST, Author TEST, Language English, Subject Area ID TEST, Course Name TEST, Material Type Student Material, and Grade Lvl 1st Grade. A 'Cancel Disbursement' button is at the bottom, and a link 'Go back to Allotment Summary' is at the bottom left.

Disbursement

Allotment Disbursement - Instructional Materials

County District: 246909 ROUND ROCK ISD Region: 13
District Type: Independent School District Business Unit: F6909
School Year: 2011-2012 Transaction ID: D000020833 Transaction Status: Submitted

This Disbursement: \$500.00 Remaining Balance: \$4,579,000.00
Total from pending transactions: \$1,500.00

Allotment Disbursement Information

Last User to Update: SPATIL 07/19/11 10:31:21AM
Certified By: SPATIL 07/19/11 10:31AM
Certifier Phone: 5121111111

Disbursement Lines

Disbursement Category: BLM Bilingual Materials

Contract Vendor ID	Vendor Name	Web Site	Title	ISBN	Author	Language	Subject Area ID	Course Name	Material Type	Grade Lvl
1 10	Cengage Learning Inc/Course Technology Division (formerly Thomson Learning/Course Technology)		Test	TEST	TEST	English	TEST	TEST	Student Material	1st Grade

Cancel Disbursement

[Go back to Allotment Summary](#)

Instructional Materials Disbursement...

10. Once the User enters all the required fields, user selects **Save Work** button. New transaction ID is generated, when the work is saved.


The screenshot shows a web form titled "Disbursement" with a sub-header "Allotment Disbursement - Instructional Materials". A red arrow labeled "10" points to the "Transaction ID" field, which contains the value "D000019666". Below this, there is a "Save Work" button. The form also displays financial information: "This Disbursement: \$100.00", "Total from pending transactions: \$0.00", and "Remaining Balance: \$145,668.04". A "View/Print Options" section is visible. Below the financial information, there is a "Disbursement Lines" section with a table. A red arrow labeled "11" points to the "Certify & Submit" button at the bottom of the form.

*Publisher	*Title	*ISBN	*Author	*Language	*Subject
1 Texas Texas Texas	Instructional Materials Made Easy	005140001651	TEA	English	INFO_TECH

11. Once the user entry is complete, certify the transaction by clicking **Certify & Submit** button.

Instructional Materials Disbursement...

12. **Certify Requisition** page is displayed. Enter the phone number to certify the transaction and click **OK** button.



The screenshot shows a web form titled "Certify Requisition". Below the title is a horizontal line, followed by a paragraph of text: "By clicking on Certify and Submit, you are certifying that funds paid out by TEA will be used to purchase the items selected. Please provide your phone number below in case TEA needs to contact you about this order. Then click the OK button. Thank you." Below this text is a text input field labeled "Certifier Phone:" containing the number "512-111-1111". At the bottom of the form are two buttons: "OK" and "Cancel".

13. After clicking **OK** button, the **Allotment Disbursement page** is displayed again, and user selects **Go Back to Allotment Summary Page** link.

2. Technological Equipment Disbursement



Technological Equipment Disbursement

The Technological Equipment Allotment Disbursement type transaction can be used by districts to order Technological Equipments

1. To access Allotment Disbursement-Technological Equipment transaction, go to the District Start Page, click the **Allotment Disbursement** link

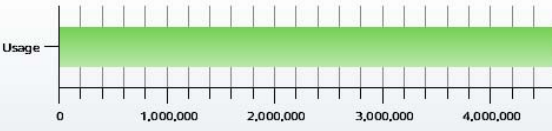
*Select a School Year District/Charter **246909** **ROUND ROCK ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form is Required and has NOT been Received.
Summer Shipment dates are Required. [Update Summer Ship Dates](#)
October month-end enrollment data is complete. [EMAT Enrollment](#)
Surplus reporting has been Submitted. [Update Surplus](#)
[Certify Allotment Funds](#)
[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Legend: ■ Used ■ Remaining

Usage: 

Remaining Allotment: \$4,581,000.00 [Click Chart for Details](#)

EMAT

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

EVI

- [EVI Enrollment](#)
- [EVI Inventory Browser](#)
- [Reports](#)
- [Ship to STRC](#)
- [Receive EVI Vendor Shipments](#)

☐ Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Subscription Renewals - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition
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

Technological Equipment Disbursement...

2. The Allotment Disbursement **Summary** page is displayed
3. Click **Next** link under the Transaction ID field

Summary

County District 246909 ROUND ROCK ISD Region 13

Business Unit F6909 District Type Independent School District Status Active

Disbursements

Completed Disbursements \$888.68 Pending Disbursements \$1,500.00 Remaining Balance \$4,581,000.00

Customize | Find | First 1-5 of 5 Last

	Year	NEXT	Transaction Date	Disbursement Type	Status
	2011-2012	NEXT		Create New Disbursement	
2	2011-2012	D000020828	07/18/2011	Technology Services	Completed
3	2011-2012	D000020831	07/18/2011	Instructional Materials	In Progress
4	2011-2012	D000020830	07/18/2011	Technological Equipment	Submitted
5	2011-2012	D000020829	07/18/2011	Instructional Materials	Completed

[Go back to Start Page Allotment](#)

Technological Equipment Disbursement...


4. Allotment **Disbursement type** Page is displayed. Select **Technological Equipment** option from the dropdown list and click **OK** button.

Please select the allotment disbursement type and then click OK

Allotment Disbursement type:

Disbursement Transaction Type:

- Instructional Materials
- Technological Equipment
- Technology Services



Technological Equipment Disbursement ...

5. **Allotment Disbursement** page for **Technological Equipment** is displayed
6. Select the appropriate **Disbursement category** by clicking the magnifying glass icon.

Disbursement

Allotment Disbursement - Technological Equipment

County District: 246909 ROUND ROCK ISD Region: 13

District Type: Independent School District Business Unit: F6909

School Year: 2011-2012 Transaction ID: NEXT Transaction Status: In Progress

This Disbursement: \$0.00 **Save Work** Remaining Balance: \$4,573,000.00

Total from pending transactions: \$8,000.00

Allotment Disbursement Information

Last User to Update

Certified By

Certifier Phone

Disbursement Lines

Disbursement Category

6

Certify & Submit

[Go back to Allotment Summary](#)

Disbursement Categories are as follows:

- **Desktop**
- **eBook**
- **Learning Lab**
- **Laptop**
- **Tablet**
- **Whiteboard**
- **Workstation**

Technological Equipment Disbursement ...

7. New Grid under **Disbursement Lines box** is displayed which allows the user to enter the data for the Technological Equipment items to be ordered.
8. User is required to enter the following fields:

Student Served

Administrators Served

Manufacturer

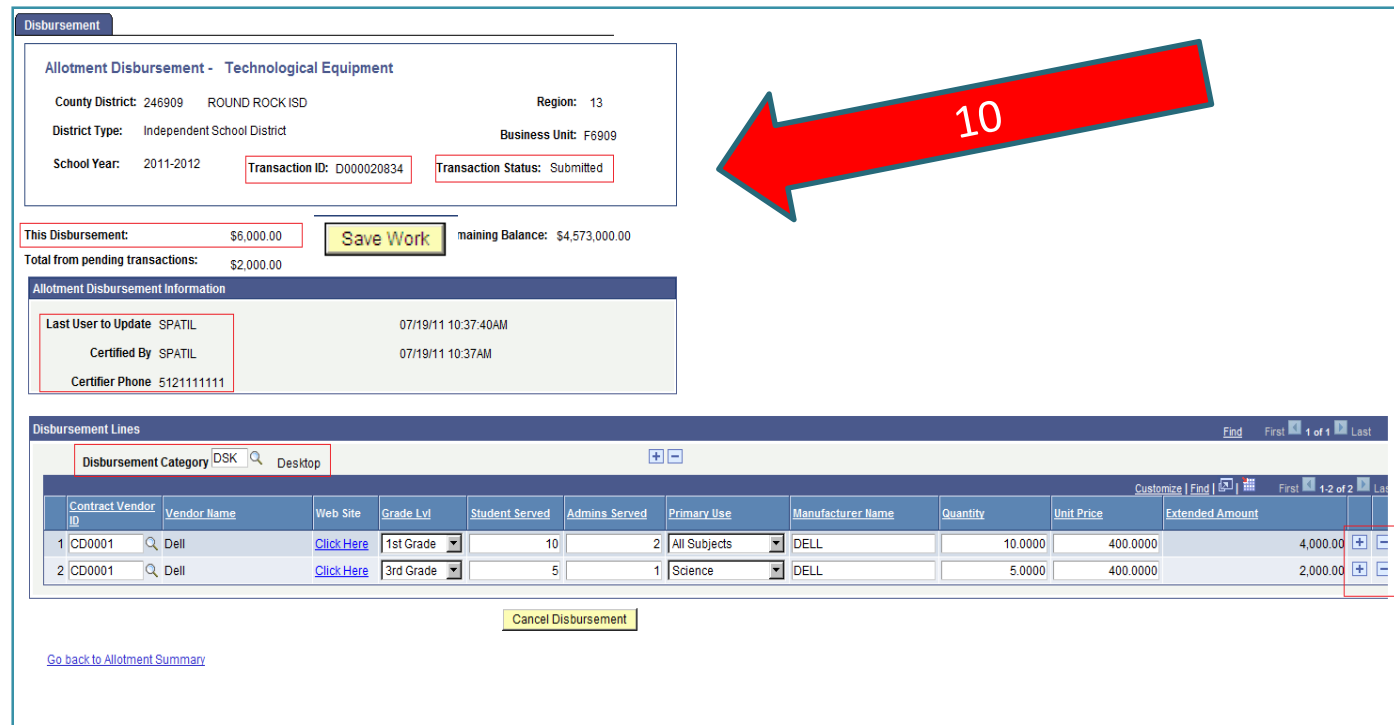
Primary Use

Grade, Quantity

Unit Price

Technological Equipment Disbursement ...

9. User can add additional Technological Equipments by clicking on the plus “+” sign to add another line.
10. Once the User enters all the required fields, user selects **Save Work** button. New transaction ID is generated, when the work is saved.



Disbursement

Allotment Disbursement - Technological Equipment

County District: 246909 ROUND ROCK ISD Region: 13
District Type: Independent School District Business Unit: F6909
School Year: 2011-2012 Transaction ID: D000020834 Transaction Status: Submitted

This Disbursement: \$6,000.00 **Save Work** Remaining Balance: \$4,573,000.00
Total from pending transactions: \$2,000.00

Allotment Disbursement Information

Last User to Update: SPATIL 07/19/11 10:37:40AM
Certified By: SPATIL 07/19/11 10:37AM
Certifier Phone: 5121111111

Disbursement Lines

Disbursement Category: DSK Desktop

Contract Vendor ID	Vendor Name	Web Site	Grade Lvl	Student Served	Admins Served	Primary Use	Manufacturer Name	Quantity	Unit Price	Extended Amount	
1 CD0001	Dell	Click Here	1st Grade	10	2	All Subjects	DELL	10.0000	400.0000	4,000.00	+
2 CD0001	Dell	Click Here	3rd Grade	5	1	Science	DELL	5.0000	400.0000	2,000.00	+

[Cancel Disbursement](#)

[Go back to Allotment Summary](#)

Technological Equipment Disbursement ...

11. Once the user entry is complete, certify the transaction by clicking **Certify & Submit** button.

Disbursement

Allotment Disbursement - Technological Equipment School Year: 2011-2012

County District: 079906 NEEDVILLE ISD District Type: Independent School District Business Unit: 4F906

Transaction ID: D000019667 Transaction Status: In Progress

This Disbursement: \$578.00 Save Work Remaining Balance: \$145,090.04

Total from pending transactions: \$100.00 [Go back to Allotment Summary](#)

Allotment Disbursement Information

Last User to Update Larry Sims 07/28/11 3:16:22PM

Certified By

Certifier Phone


View/Print Options

Disbursement Lines

Disbursement Category Tablet + -

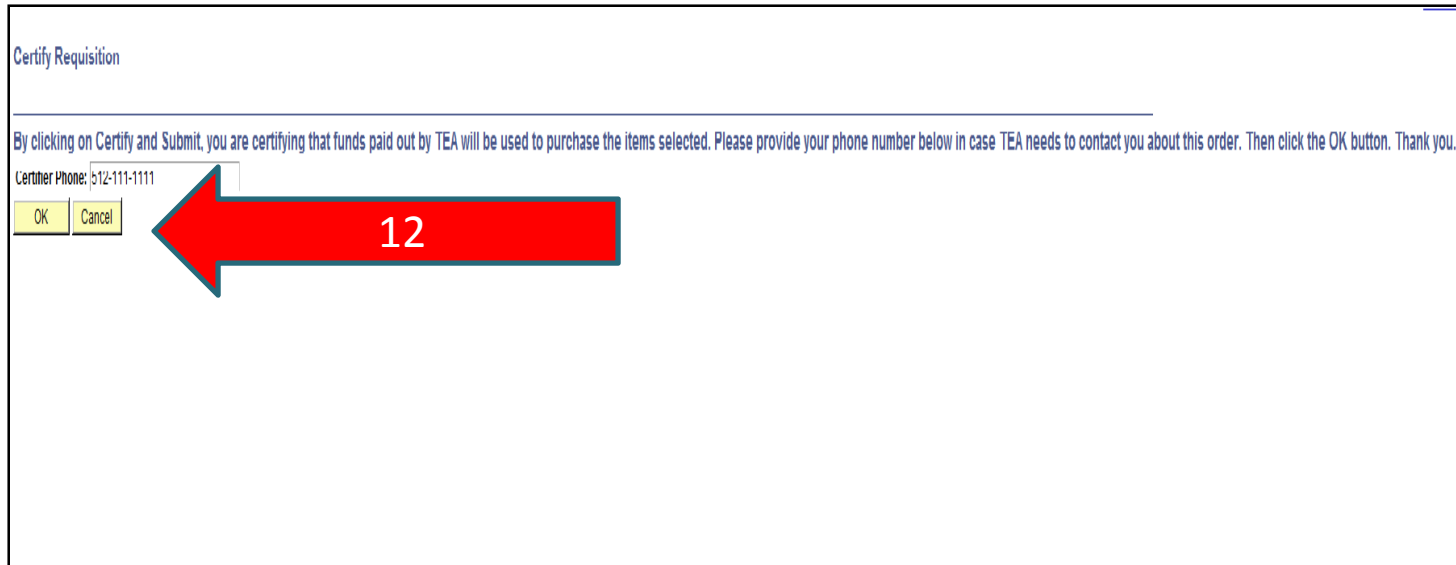
	*Product Description	*Grade	*# of Students Served	*# of Admins Served	*Primary Use	*Manufacturer
1	APPLE IPAD	K-12	1000	2000	All Subjects	Apple

Certify & Submit



Technological Equipment Disbursement ...

12. **Certify Requisition** page is displayed. Enter the phone number to certify the transaction and click **OK** button.



Certify Requisition

By clicking on Certify and Submit, you are certifying that funds paid out by TEA will be used to purchase the items selected. Please provide your phone number below in case TEA needs to contact you about this order. Then click the OK button. Thank you.

Certifier Phone: 512-111-1111

OK Cancel

13. After clicking **OK** button, the **Allotment Disbursement page** is displayed again, and user selects **Go Back to Allotment Summary Page** link.

3. *Technological Services Disbursement*



Technological Services Disbursement

This type transaction can be used by districts to create the transaction and get paid for Technology Services rendered by the district.

To access Allotment Disbursement-Technology Services transaction:

1. From the District Start Page, click the **Allotment Disbursement** link.

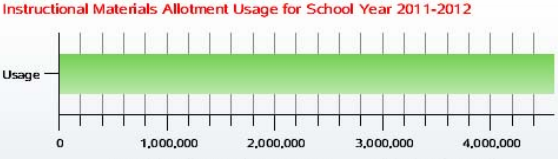
*Select a School Year District/Charter **246909** **ROUND ROCK ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form is Required and has NOT been Received.
Summer Shipment dates are Required. [Update Summer Ship Dates](#)
October month-end enrollment data is complete. [EMAT Enrollment](#)
Surplus reporting has been Submitted. [Update Surplus](#)
[Certify Allotment Funds](#)
[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Legend: ■ Used ■ Remaining

Usage: 

Remaining Allotment: \$4,581,000.00 [Click Chart for Details](#)

EMAT

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

EVI

- [EVI Enrollment](#)
- [EVI Inventory Browser](#)
- [Reports](#)
- [Ship to STRC](#)
- [Receive EVI Vendor Shipments](#)

☐ Hide Complete Requisitions

EMAT Requisition List				EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	Create New Requisition	Requisition ID	Last Updated	Requisition Type	Create New Requisition
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition	NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition	NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		Allotment - Subscription Renewals - EMAT	Create New Requisition	NEXT		EVI - Supplemental - Braille	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition	NEXT		EVI - Supplemental - Large Type	Create New Requisition

Technological Services Disbursement...

2. The Allotment Disbursement **Summary** page is displayed
3. Click **Next** link under the Transaction ID field.



Summary

County District 246909 ROUND ROCK ISD Region 13

Business Unit F6909 District Type Independent School District Status Active

Disbursements

Completed Disbursements \$888.68 Pending Disbursements \$1,500.00 Remaining Balance \$4,581,000.00

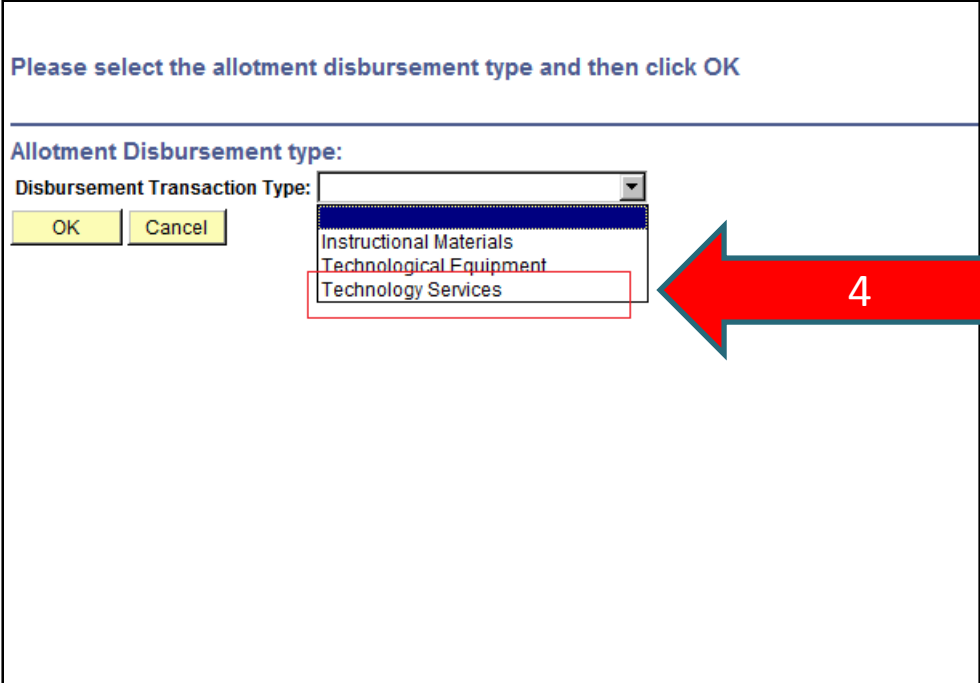
Customize | Find |   First 1-5 of 5 Last

School Year	NEXT	Transaction Date	Disbursement Type	Status
	NEXT		Create New Disbursement	
2 2011-2012	D000020828	07/18/2011	Technology Services	Completed
3 2011-2012	D000020831	07/18/2011	Instructional Materials	In Progress
4 2011-2012	D000020830	07/18/2011	Technological Equipment	Submitted
5 2011-2012	D000020829	07/18/2011	Instructional Materials	Completed

[Go back to Start Page Allotment](#)

Technological Services Disbursement...

4. Allotment **Disbursement type Page** is displayed. Select **Technology Services** option from the dropdown list and click **OK** button.



Please select the allotment disbursement type and then click OK

Allotment Disbursement type:

Disbursement Transaction Type:

- Instructional Materials
- Technological Equipment
- Technology Services

A red arrow with the number 4 points to the 'Technology Services' option in the dropdown list.

5. **Allotment Disbursement page for Technology Services** is displayed.

Technological Services Disbursement...

6. Select the appropriate **Disbursement category** by clicking the magnifying glass icon.

The screenshot displays the 'Disbursement' system interface. At the top, a tab labeled 'Disbursement' is active. Below it, a section titled 'Allotment Disbursement - Technology Services' contains the following information:

- County District: 246909 ROUND ROCK ISD Region: 13
- District Type: Independent School District Business Unit: F6909
- School Year: 2011-2012 Transaction ID: NEXT Transaction Status: In Progress

Below this section, the following financial data is shown:

- This Disbursement: \$0.00 (with a 'Save Work' button)
- Remaining Balance: \$4,573,000.00
- Total from pending transactions: \$8,000.00

The 'Allotment Disbursement Information' section includes fields for 'Last User to Update', 'Certified By', and 'Certifier Phone'.

The 'Disbursement Lines' section features a 'Disbursement Category' field with a magnifying glass icon. A red arrow with the number '6' points to this field, indicating the step to select a category. Below this field is a 'Certify & Submit' button and a link to 'Go back to Allotment Summary'.

Disbursement Categories:

- Professional Development**
- Contracted Services**
- Lease Equipment**
- Capital Outlay**
- Supplies & Materials**
- Salary**
- Other Operating Expenditures**

Technological Services Disbursement...

7. New Grid under **Disbursement Lines box** is displayed which allows the user to enter the data for the Technology Services to be ordered.
8. User is required to enter **Description of the Service, Quantity and Unit Price.**

The screenshot shows a web application interface for 'Disbursement'. The main heading is 'Allotment Disbursement - Technology Services'. Below this, there are fields for 'County District: 246909 ROUND ROCK ISD', 'Region: 13', 'District Type: Independent School District', 'Business Unit: F6909', 'School Year: 2011-2012', 'Transaction ID: NEXT', and 'Transaction Status: In Progress'. A 'Save Work' button is visible. Below these fields, there is a section for 'Allotment Disbursement Information' with fields for 'Last User to Update', 'Certified By', and 'Certifier Phone'. The 'Disbursement Lines' section is highlighted with a red box. It contains a table with columns: 'Line Description', 'Quantity', 'Unit Price', and 'Extended Amount'. The first row shows '1' in the 'Line Description' column, '1.0000' in the 'Quantity' column, and an empty 'Unit Price' field. A red arrow points to the 'Disbursement Lines' section with the number 8.

Line Description	Quantity	Unit Price	Extended Amount
1	1.0000		

Technological Services Disbursement...

9. User can add additional Technology Services by clicking on the plus “+” sign to add another line.
10. Once the User enters all the required fields, user selects **Save Work** button. New transaction ID is generated, when the work is saved.

Disbursement

Allotment Disbursement - Technology Services
School Year: 2011-2012
County District: 079906 NEEDVILLE ISD District Type: Independent School District Business Unit: 4F906
Transaction ID: D000019668 Transaction Status: In Progress

This Disbursement: \$10,052.00 **Save Work** Remaining Balance: \$135,038.04
Total from pending transactions: \$678.00 [Go back to Allotment Summary](#)

Allotment Disbursement Information
Last User to Update Larry Sims 07/28/11 3:43:32PM
Certified By
Certifier Phone

View/Print Options

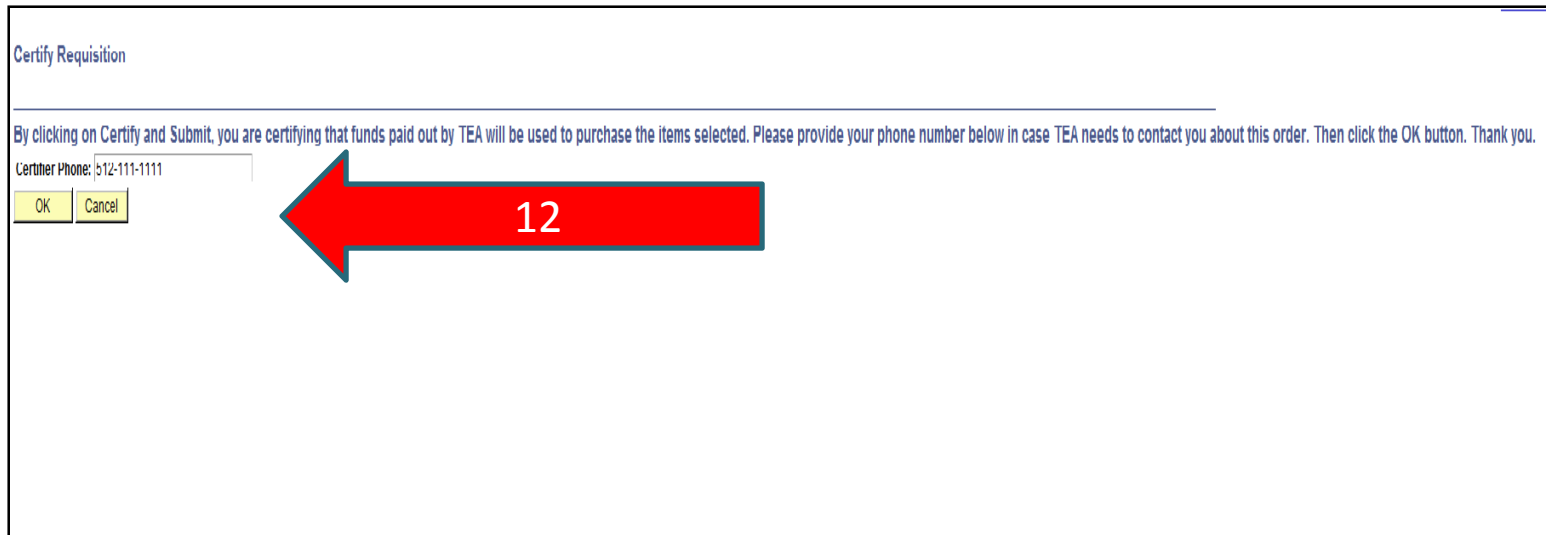
Disbursement Lines Find First 1 of 1 Last
Disbursement Category LEQ Lease Equipment

	*Service Description	Service Audience	*Quantity	*Unit Price	*Extended Amount		
1	Dell CPU Lab	Students	1.0000	10052.0000	10,052.00	+	-

Certify & Submit **Cancel Disbursement**

Technological Services Disbursement...

11. Once the user entry is complete, certify the transaction by clicking **Certify & Submit** button.
12. **Certify Requisition** page is displayed. Enter the phone number to certify the transaction and click OK button.



Certify Requisition

By clicking on Certify and Submit, you are certifying that funds paid out by TEA will be used to purchase the items selected. Please provide your phone number below in case TEA needs to contact you about this order. Then click the OK button. Thank you.

Certifier Phone: 512-111-1111

OK Cancel

13. After clicking **OK** button, the **Allotment Disbursement page** is displayed again, and user selects **Go Back to Allotment Summary Page** link.

Allotment Inquiry and Reports

Larry Sims, *Sierra Systems - TEA*



Allotment Inquiry and Reports...

In order for district's to obtain information regarding their allotment balance and transactions, the EMAT/EVI system provides both Allotment online inquiry and reports.

To review district allotment balance and transaction information online:

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

*Select a School Year **2011-2012** District/Charter **003902 HUDSON ISD**

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

Legend: ■ Used ■ Remaining

Usage: 0 50,000 100,000 150,000 200,000 250,000

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 Find | 1-4 of 4

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 Find | 1-4 of 4

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

Allotment Inquiry and Reports...

2. The **Allotment Summary Page** displays. This page shows a summary of all transactions both pending and complete that affected a district's allotment balance.

Allotment Summary

County District	003902	HUDSON ISD	Region	7	
Business Unit	03902	District Type	Independent School District	Status	Active


School Year 2011-2012 [Allotment Report](#) [Go back to Start Page Allotment](#)

Instructional Materials Allotment Summary

2011-2012 Allotment	\$268,364.51	Total Allotment	\$268,380.29
Prior Year Carryover	\$15.78	Requisitions:	
Adjustments	\$0.00	Completed	\$-180,233.98
Total Allotment	\$268,380.29	Pending	\$-44,550.00
		Disbursements:	
		Completed	\$0.00
		Pending	\$-1,200.00
		Allotment Used	\$-225,983.98
		Allotment Remaining	\$42,396.31

Allotment Inquiry and Reports...

3. For additional transaction detail, click on the "Allotment Report" link on the **Allotment Summary Page**. After the "Allotment Report" link is selected, the **Allotment Report** displays.

 TEXAS EDUCATION AGENCY				
Allotment Report HUDSON ISD				
District / Charter: 003902 School Year : 2011-2012				
Transaction Type	Date	Transaction ID	Description	Amount
Allotment	06/09/2011	0000022625	Allotment SY2011-2012	\$268,364.51
Prior Year Balance	06/09/2011	C000000001	Credit Balance	\$15.78
Total Allotment				\$268,380.29
Allotment Requisition	07/20/2011	0000073758	Allotment - Subscription Renewals - EMAT	(\$4,148.10)
Allotment Requisition	07/22/2011	0000073759	Allotment - New Adoptions - EMAT	(\$169,399.50)
Allotment Requisition	07/22/2011	0000073762	Allotment - Continuing Adoptions - EMAT	(\$6,686.38)
Total Allotment Requisitions				(\$180,233.98)
Pending Disbursement	07/22/2011	D000023266	Technological Equipment	(\$1,200.00)
Total Pending Disbursements				(\$1,200.00)
Pending Requisition	07/22/2011	0000073763	Allotment - Supplemental - EMAT	(\$44,550.00)
Total Pending Requisitions				(\$44,550.00)
Remaining Allotment				\$42,396.31
Created on 7/22/2011 16:32 PM				
Page 1 of 1				

Questions From Region ESCs and TEXT/E-MAILs

Kim Slough – TCAT
Karla Christman - TCAT



Text or Email Questions To:

- Text 512.567-0857
- Email textbook.texas.net



**Welcome
to
Instructional Materials
EMAT Training
Allotment**

August 3, 2011



Your Training TEAM

- Karla Christman, *TCAT*
- John Lopez, *TEA*
- Amy McClintic, *Sierra Systems - TEA*
- Kim Slough, *TCAT*
- Larry Sims, *Sierra Systems - TEA*



Housekeeping

- Roll Call
- This is the third part of the EMAT presentation
- Today we will spend time responding to questions received from the last two days as well as take questions from the ESC's
- Wednesday we will answer submitted questions
- Please keep microphones on mute until questions are requested



*It Takes a **TEA**m*

John Lopez - *TEA*





Questions From Region ESCs and TEXT/E-MAILs

Kim Slough – TCAT
Karla Christman - TCAT

