IMA Instructional Material Disbursements

Request & Approval Form

The 82nd Texas Legislature passed Senate Bill (SB) 6 that changes the ordering process of instructional material and technology for school district and open-enrollment charter schools. This new law provides school districts with a fixed-dollar allotment to order instructional materials adopted either by the State Board of Education or the Commissioner of Education.

**Part I** To be completed by the principal or coordinator requesting the materials. Please send the completed form to the appropriate Curriculum Coordinator. For technology requests send to Jan North. For any bilingual/ESL materials forward to Yvonne Davault.

Name: Principal/Coordinator:       School/Department:

**Required information for approval:**  ***(one form per Title/ISBN)***

Media Type: select one  Disbursement Category: select one

Title:

Publisher:       Grade: select one ISBN:       On approved list: Yes [ ]  No [ ]

Course:      Subject:      Language: Spanish

Current Adoption:[ ]  New Request:[ ]

Unit Cost:       # of Students Served:       Copyright:

Quantity:       Material Type: Select One

How will this instructional material be used to support the district curriculum or strategic plan?

Requested By:       Date: Click here to enter a date.

 Campus/Person

**Part II**: Content Review Committee

Supplemental Materials Media Format: select one

Technological Equipment: select one

Technology Services: select one

TEKS %:      Forwarded to Approval Committee:[ ]  Returned to Requestor:[ ]

Comments:

Approved By:       Date: Click here to enter a date.

Content Review Committee

**Part III**: Approval Committee

Forwarded to order/purchase:[ ]  Returned to Requestor:[ ]

Unit Price:       Shipping Cost:       Total:

Approved By:       Date: Click here to enter a date.

Approval Committee