IMA Disbursement Request Process

The following process must be followed when requesting IMA funds to purchase Instructional Materials, Technology, or Instructional Services.

Please allow up to six weeks for the complete process

* Prior to entering request
	+ Have conversation with Supervisor to get approval, explaining the need
	+ If approved, verify if they are on Keller’s approved vendor list
	+ Get quote good for 90 days
* ALL requests need to be entered through Laserfiche Forms
* Click TIMA Request
* All areas must be filled out, if more than 1 title, click add material request at bottom of form
* Submit
* The form will go through the approval process, allow 6-8 weeks for materials to arrive
	+ Approval process
	+ TIMA Disbursement request entered in EMAT
	+ Once approved PO entered
	+ Materials ordered
	+ Materials arrive at district to be tagged (if needed)
	+ Materials sent to staff or campuses
* IF materials need to be tagged, email the district (District Instructional Resource Manager) with who will receive them materials and the quantities.
* IF materials are not tagged, email district with where they need to be sent to.