



DISTRICT SCHOOL BOARD OF PASCO COUNTY
STATE ADOPTED INSTRUCTIONAL MATERIALS REQUISITION
District Instructional Media Center

MIS Form #641
 Rev. 7/09

School:		Date:	
Cost Center:		Ordered By/Department:	
School Address:		School Ext.:	
City/State/Zip:			

Approved by Administrator

Quantity	FSBD Code #	Page #	Publisher	Complete Title	Price	Total
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Subtotal						\$ -
Shipping (5%)						\$ -
TOTAL						\$ -

DISTRIBUTION: Original - Instructional Materials at the DIMC; Copy - Originator



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STATE ADOPTED INSTRUCTIONAL MATERIALS REQUISITION
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**STATE ADOPTED
INSTRUCTIONAL MATERIALS REQUISITION
PROCEDURES**

TEXTBOOK REQUISITION

1. Determine status of requested material(s):

State adopted materials - including regular textbooks - go to #2

Non-state adopted materials (flexibility funds) - when a portion of textbook funds are used to purchase books not on state adopted list - go to #3

2. a. State Adopted Materials - (includes Regular Textbooks) - Order textbooks on the MIS Form #641 - Instructional Materials Requisition, from current Florida School Book Depository Catalog. You may also use the Florida Catalog of State Adopted Instructional Materials. Listings are not state-adopted unless CAPITALIZED.

State Adopted does not, however, mean they are county adopted. Check with the appropriate subject area supervisor if you are unsure of county adoptions.

b. List by subject area groups. Double check for correct coding, latest pricing, grade level.

c. Study the "symbols used in the Catalog" section in the Florida School Book Depository Catalog to determine if you are eligible for any free items. (i.e. a * symbol before the description indicates 1:25 ratio or 1 free teachers' edition for each 25 textbooks purchases, etc.) List the teacher's manual on the form and type the word "FREE" in the "Price @" and "total" columns.

d. Total each page separately and enter it in the "Page Total" box.

e. For your use, space is available below the school name to list what department, subject area, grade level, or teacher ordered the materials. This will allow you to ensure that the materials, upon delivery, can be properly distributed.

f. At the top left hand corner of the #641 Requisition, please enter the number of 641's you are forwarding to Instructional Materials at the District Instructional Media Technology Center. If the forms become separated, the textbook secretary will then know how many forms to expect.

g. Have your Principal sign the #641 Requisition. Keep a copy of the #641 Requisition and either send the original to Instructional Materials at the District Instructional Media Technology Center or the form may be emailed by an administrator at your school to textbooks@pasco.k12.fl.us. When sending via email do not send hard copy to avoid duplication.

3. FLEXIBILITY FUNDS (TEXTBOOK BUDGET USED TO PURCHASE NON-STATE ADOPTED MATERIALS) - DO NOT USE THIS FORM. Use regular purchase ordering procedures.

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