

Purchasing Plan  
Date 9-11-14

SAMPLE FORM  
FORM 1

## COVER PAGE

School Name Spencer County Elementary School

School Number 040 District Number 541

Grades K-5 Enrollment 840

Adoption Cycle 20 \_\_\_\_\_ - \_\_\_\_\_

Content Area(s) Reading

Science

Names and titles of persons responsible for the development of the plan:

Mark Thomas, SCES Principal

SCES Teachers

\_\_\_\_\_  
\_\_\_\_\_

**Purchasing Plan**

**Date** 9-11-14

**SAMPLE FORM**

**FORM 2**

**School Name** Spencer County Elementary School **School Number** 040

**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

**One completed form for each vendor or use a copy of the purchase order**

**Vendor** N/A: Not purchasing Textbooks

<b>Textbook</b>	<b>*ISBN</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost</b>
N/A: Not purchasing Textbooks				\$0
<b>Subtotal</b>				
<b>** Estimated Freight</b>				
<b>Total Cost</b>				<b>\$0</b>

**\* International Standard Book Number (ISBN)** – In books, the ISBN is found on the backside of the title page. It is extremely important to use this number when ordering; otherwise mistakes could occur with your order.

**\*\* State bid prices do not include shipping costs.** A good estimate of freight is 10%.

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SAMPLE FORM  
FORM 3

School Name Spencer County Elementary School School Number 040

**DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS**  
One completed form for each vendor or use a copy of the purchase order

Vendor Reading Trade Books

\*\*See Purchase Orders

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
<b>**See Purchase Orders</b>				
Subtotal				
** Estimated Freight				
Total Cost				

\* **Note on ISBN** – All items listed on the State Multiple List have an ISBN that should be used when placing orders. For supplementary items, a catalog number is appropriate.

\*\* State bid prices do not include shipping costs. A good estimate of freight is 10%.

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SAMPLE FORM  
FORM 3

School Name Spencer County Elementary School School Number 040

**DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS**

One completed form for each vendor or use a copy of the purchase order

Vendor Science Resource Materials

\*\*See Purchase Orders

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
<b>**See Purchase Orders</b>				
Subtotal				
** Estimated Freight				
Total Cost				

\* **Note on ISBN** – All items listed on the State Multiple List have an ISBN that should be used when placing orders. For supplementary items, a catalog number is appropriate.

\*\* State bid prices do not include shipping costs. A good estimate of freight is 10%.

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**SAMPLE FORM**  
**FORM 4**

School Name Spencer County Elementary School School Number 040

**BUDGET SUMMARY**

**Revenue:**

Current State Allocation \$29,257

Carry-over funds \$0  
(becomes carry-over on July 1)

**Total State Monies** \$29,257

<b>Projected Cost for:</b>	<b>Categories</b>
Textbooks	
Instructional Materials	\$29,257
Rebinding & Replacement	
<b>TOTAL EXPENDITURES</b>	<b>\$29,257</b>

**Projected carry-over funds** \$0



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**SAMPLE FORM**  
**FORM 5**

School Name Spencer County Elementary School School Number 040

### STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2014 - 2015 adoption cycle.

School Council Members' Signatures:

Michelle Neal  
Melissa Mallory  
Samelle Thompson  
Gina Taylor  
Mr. Tom

Autumn Miles

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Council Chair

9-11-14

Date

The cost of this plan is within the appropriation for this school.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

**In the absence of a school council**, Spencer County Board of Education certifies that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2014 - 2015 adoption cycle. The cost of this plan is within the appropriation for this school.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Secretary

\_\_\_\_\_  
Date