

Purchasing Plan

Date 12/14

Form 4

School Name BTWPA School Number 091

BUDGET SUMMARY

Revenue:

Current State Allocation 9682.00

Carry-over funds _____
(becomes carry-over on July 1)

Total State Monies 9682.00

Projected Cost for:	Categories
Textbooks	✓
Instructional Materials	
Rebinding & Replacement	
TOTAL EXPENDITURES	

Projected carry-over funds 9886.11 - school account covered overage

Purchasing Plan
Date 12/14

SAMPLE FORM
Form 3

School Name BTW PA School Number 091

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Please see purchase order

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
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%.

This is NOT a purchase order form. This form is to be used for requesting purchases. The information contained on this form will be used to create a Purchase Order. Submit completed form to School Bookkeeper for entry. PO will not be entered and printed until request for purchase is approved by the principal or designee. Price increase exceeding total by 10% must be approved in writing prior to shipping.

Purchasing Plan

Form 5

Date 12/1/14

School Name Booker T. Washington School Number 091
Primary Academy

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2014 - 15 adoption cycle.

School Council Members' Signatures:

Olga Diaz

Kimberly Norricks

Jacques Buchanan

M Jackson

Veda Steele

School Council Chair

Tex book

textbooks

Text books

textbooks

12/8/14
Date

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

School Board Chair

Date

In the absence of a school council, _____ Board of Education certifies that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 20____ - _____ adoption cycle. The cost of this plan is within the appropriation for this school.

School Board Chair

Date

School Board Secretary

Date