

PURCHASING PLAN, P-8

Developing the Plan

Annually, each school with any of the grades P-8, must complete a Purchasing Plan which identifies the purchases to be made with textbook/instructional material funds allocated for the current adoption cycle. Local boards shall approve all plans as to sufficiency of funding to support purchases, and a copy of each school's plan must be filed at the local district office. Purchasing plans may be revised.

As a school's purchasing plan is developed, the needs in the adoptive content area(s), as well as the replacement needs of other content areas, must be considered. The following questions should be addressed during the planning process:

- Have replacement needs for all content areas been addressed?
- Are additional materials needed to provide for potential increases in enrollment?
- Are curricular/instructional design changes planned for the future that might necessitate additional purchases?
- How durable are the selected items? Has this issue been addressed in purchasing?
- Is the necessary hardware for electronic instructional materials available?

Completing the Plan

The following pages provide forms that may be used in the development of a school's purchasing plan. Every school's purchasing plan must be submitted to the district office for approval by the local school board and then kept on file. It is recommended that a school's purchasing plan be a part of its Comprehensive School Improvement Plan.

A school's plan must:

- provide opportunities for cooperation among teachers during the selection process,
- indicate the persons involved in the development of the plan,
- identify the purchases on district purchase orders or by using Sample Forms 2 and/or 3,
- stay within the funding allocation,
- include Form 4, "Budget Summary" and,
- include Form 5, "Statement of Accountability".

Questions regarding the completion of the purchasing plans should be addressed to one of the following:

- District Textbook Coordinator
- Kentucky Department of Education Instructional Resources Consultant

Purchasing Plan
Date 9-20-15

Form 4

School Name Veterans Park Elem. School Number 02

BUDGET SUMMARY

Revenue:
Current State Allocation \$20,241.00

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

Total State Monies \$20,241.00

Projected Cost for:	Categories
Textbooks	\$ 21,599.13
Instructional Materials	Ø
Rebinding & Replacement	Ø
TOTAL EXPENDITURES	\$21,599.13 *

Projected carry-over funds Ø

* \$1358.13 from after school funds.

Purchasing Plan
Date 4-20-15

SAMPLE FORM
FORM 1

COVER PAGE

School Name Veterans Park Elementary
School Number 012 District Number _____
Grades K-5 Enrollment 641

Adoption Cycle 20 14 - 2015
Content Area(s) Reading - ELA

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

Student Achievement Committee
Jessica Ault
Janet Bertrand Shelly Pangel
Michelle Cornett Ratie Spraks
Jenn Geldhof Molly Williams
Linda Little Fred Fleharsky
Laura Miller Manuela Alves
Leslie Nuehels Alexis Amard
Allison Porter

Purchasing Plan

Form 5

Date 4-20-15

School Name Veterans Park Elem School Number 012

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 20 14 - 15 adoption cycle.

School Council Members' Signatures:

Beverly McCluney

Allison Mando

Michelle Cornett

Rica Ricketts

Emily N. Jillett

Angie McVay
School Council Chair

4/7/15
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

Purchasing Plan
Date 4-20-15

SAMPLE FORM
FORM 2

School Name Veterans Park School Number 012

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Houghton Mifflin Harcourt

	Textbook	*ISBN	Unit Cost	Quantity	Total Cost
1533120	Journeys Grade 4 Common Core eText	978054053113	\$24.95	112	Complimentary
1537823	Reading Assessment App Grade 4	9780544084223	\$1.99	112	Complimentary
1512556	Student Package Grade 4	9780547912424	\$69.95	112	7,834.40
1516917	Online Common Core Stud. Resources	9780547940793	\$44.65	112	Complimentary
1525562	Reading Adventures Mag. Grade 4	9780547998121	\$5.60	112	Complimentary
1522232	Teacher's Edition Grade 4	9780547972954	\$267.60	4	1,070.40
1522811	Online Teacher Resource Kit 6-yr G4	9780547977744	\$1099.80	4	Complimentary
1509160	Online Leveled Reader Teachers Guide	9780547896267	\$16.90	4	Complimentary
Subtotal					
** Estimated Freight					
Total Cost					

* **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%.

Purchasing Plan
Date 4-20-15

SAMPLE FORM
FORM 2

School Name Veterans Park School Number 012

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Houghton Mifflin Harcourt

	Textbook	*ISBN	Unit Cost	Quantity	Total Cost
1510933	Above Level Strand Set of 6 Grade 4	9780547903682	\$858.00	1	858.00
1510937	Below Level Strand Set of 6 Grade 4	9780547903743	858.00	1	858.00
1509153	Online leveled Readers 6-years G 4	9780547896199	501.05	4	Complimentary
1533120	eText Leveled Readers Set Grade 4	9780544053113	24.95	4	Complimentary
1533121	E Text Leveled Reader Grade 5	9780544053120	24.95	112	Complimentary
1537824	Reading Assessment App Grade 5	9780544087224	\$1.99	112	Complimentary
1512557	Student Pkg Grade 5	9780547910505	\$69.95	112	\$7,834.40
1516918	Online Student Resource	9780547940809	\$44.65	112	Complimentary
Subtotal					
** Estimated Freight					See
Total Cost					final page

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Purchasing Plan
Date 4-20-15

SAMPLE FORM
FORM 2

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DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Houghton Mifflin Harcourt

	Textbook	*ISBN	Unit Cost	Quantity	Total Cost
1525593	Adventure Mag. e Pub Grade 5	9780547998992	5.60	112	Complimentary
1522323	Teacher's Ed Grade 5	9780547972961	267.60	4	\$1070.40
1510946	On Level Strand ^{Grade 5}	9780547903835	858.00	1	858.00
1505533	Write-In Readers	9780547874234	9.35	20	187.00
1522812	Online Teacher Resource Kit G 5	9780547978505	1099.80	4	Complimentary
1509161	Online Leveled Reader T & 6-year	9780547896274	\$16.90		Complimentary
1509154	Online Leveled Readers Grade 5	9780547896205	501.05		Complimentary
1533121	e Text Leveled Reader	9780544053120	24.95		Complimentary
Subtotal					20,570.60
** Estimated Freight					1028.53
Total Cost					21,599.13

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