

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 7.25.16

Spencer County School District
FORM 1

COVER PAGE

School Name Spencer County Middle School

School Number _____ District Number _____

Grades 6-8 Enrollment 684

Adoption Cycle 20 16-17

Content Area(s) Reading
Math

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

Mr. Mercer, Ms. Kennedy, Ms. Crenshaw, Ms. Hinton, in conjunction with SBDM.

Purchasing Plan
Date 7.25.16

Spencer County School District
FORM 2

School Name Spencer County Middle School School Number _____

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

Vendor Curriculum Associates
153 Rangeway Road
North Billerica, MA

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
6 th Grade Workbook	WS14553	13	220	2860
6 th Grade Teacher Ed.	WS14553.9	30	8	240
7 th Grade Workbook	WS14554	13	225	2925
7 th Grade Teacher Ed.	WS14554.9	30	8	240
8 th Grade Workbook	WS14555	13	240	3120
8 th Grade Teacher Ed.	WS14555.9	30	8	240
7 th Grade Math	WS14596	13	225	2925
7 th Grade Math (T Ed.)	WS14596.9	30	2	60
Subtotal				12610
** Estimated Freight				1000
Total Cost				13610

* **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 7.25.16

Spencer County School District
Form 3

School Name Spencer County Middle School School Number _____

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor American Book Company
103 Executive Drive
Woodstock, GA 30188

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
6 th Grade Math	62800-849-4	15.69	245	3844.05
Subtotal				3844.05
** Estimated Freight				461.29
Total Cost				4305.34

* **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%.

Purchasing Plan
Date 7.25.16

Form 4

Spencer County Middle School School Number _____

BUDGET SUMMARY

Revenue:

Current State Allocation \$7000

Flex (ESS) \$1543.34

Carry-over funds \$9372

(becomes carry-over on July 1)

• **Total State Monies** \$17,915.34

Projected Cost for:	Categories
Textbooks	\$17,915.34
Instructional Materials	
Rebinding & Replacement	
Technology	
TOTAL EXPENDITURES	\$17,915.34

Projected carry-over funds \$0.00

Purchasing Plan
Date 7.25.16

Form 5

Spencer County Middle School School Number _____

STATEMENT OF ACCOUNTABILITY

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

School Council Members' Signatures:

<u>Nat Miller</u>	<u>Imelda Butler</u>
<u>Dan Cox</u>	<u>Esther Kennerly</u>
<u>Martha Custer</u>	<u>Ann Galt</u>
<u>Elizabeth Hunter</u>	_____
<u>N. Miller</u>	<u>7/25/16</u>
School Council Chair	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