

Purchasing Plan
Date: December 2, 2016

SAMPLE FORM
FORM 1

COVER PAGE

School Name South Todd Elementary

School Number 015

District Number 551

Grades Pre-K to 5

Enrollment 600

Adoption Cycle: 2016 - 2017

Content Area(s) Math

Science

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

All South Todd Teaching staff participated in the discussion and selection of the
textbook materials plan.

Doug Cotton – Principal

Laura Jenkins – Assistant Principal

Nicole Osborne – Counselor

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SAMPLE FORM
FORM 2

School Name South Todd Elementary School Number 551-015

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Envision Math

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
(4 th) Student Textbooks Envision Math	978-0-328-80809-0	\$72.97	60	\$4,378.20
(5 th) Student Textbooks Envision Math	978-0-328-80810-6	\$72.97	60	\$4,378.20
(5 th) Teacher Manual	9780328810369	631.47	1	\$631.47
(4 th) Teacher Manual	9780328810369	631.47	1	\$631.47
(3 rd) Student Textbooks	978-0-328-80808-3	\$72.97	90	\$7,005.12
				\$ 17, 024.46

*** 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 South Todd Elementary School Number 551-015

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor STEMScopes – Accelerate Learning
1 Year Online Access

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
KY NGSS Grade 1	978-1-63037-254-5	5.25	90	\$ 472.50
KY NGSS Grade 2	978-1-63037-255-2	5.25	90	\$ 472.50
KY NGSS Grade 3	978-1-63037-256-9	5.25	90	\$ 472.50
KY NGSS Grade 4	978-1-63037-257-6	5.25	90	\$ 472.50
KY NGSS Grade 5	978-1-63037-258-3	5.25	90	\$ 472.50
Subtotal				\$ 2,362.50

* **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 South Todd Elementary School Number 551-015

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

Vendor STEMScopes – Accelerate Learning
6 Year Online Access

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
KY NGSS Grade 1	978-1-63037-254-5	28.50	90	\$ 2, 565.00
KY NGSS Grade 2	978-1-63037-255-2	28.50	90	\$ 2,565.00
KY NGSS Grade 3	978-1-63037-256-9	28.50	90	\$ 2,565.00
KY NGSS Grade 4	978-1-63037-257-6	28.50	90	\$ 2,565.00
KY NGSS Grade 5	978-1-63037-258-3	28.50	90	\$ 2,565.00
Subtotal				\$ 12,825

* **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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Form 4

School Name South Todd Elementary

School Number 551-015

BUDGET SUMMARY

Revenue:

Current State Allocation \$ 16,424.67

Carry-over funds \$ 4572.47
(becomes carry-over on July 1)

Total State Monies \$ 20,997.14

Projected Cost for:	Categories
Textbooks	\$ 15,761.52
Instructional Materials	\$ 14,087.94 Or \$ 3,625.44
Rebinding & Replacement	
TOTAL EXPENDITURES	\$ 29,849.46 or \$19,386.96 Remaining balance to be funded by other sources.

Projected carry-over funds: **\$ 0.00**

**For STEMScopes, we will purchase the 1 year plan or the 6 year plan,
not both.**

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Form 5

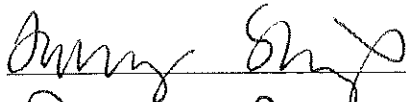
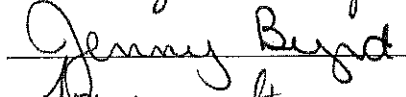
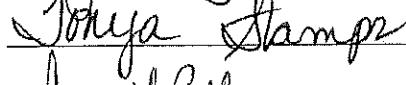
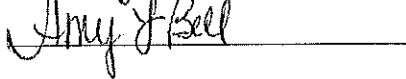
School Name South Todd Elementary

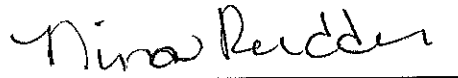
School Number 551-015

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2016 - 2017 adoption cycle.

School Council Members' Signatures:




School Council Chair

December 2, 2016
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, 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