

Purchasing Plan
Date 4/27/17

SAMPLE FORM
FORM 1

COVER PAGE

School Name Camp Ernst Middle

School Number 010 District Number 035

Grades 6-8 Enrollment 1050

Adoption Cycle 20 16 - 17

Content Area(s) _____

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

Rebecca Burton - Asst Principal

Laura Klemm - Science Lead

Christine Vickers - ELA Lead

Justin Brubaker - Math Lead

Kim Stamper - Soc. Studies Lead

Purchasing Plan
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Form 4

School Name Camp Ernst Middle School Number 010

BUDGET SUMMARY

Revenue:

Current State Allocation 21,611.38

Carry-over funds 2,359.20
(becomes carry-over on July 1)

Total State Monies

Projected Cost for:	Categories
Textbooks	0
Instructional Materials	19259.20
Rebinding & Replacement	
TOTAL EXPENDITURES	19259.20

Projected carry-over funds 2352.18

available 4/29 21,611.38

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 4/26/17

~~SAMPLE~~ FORM
Form 3

School Name Camp Ernst Middle School Number 010
(David Hastings)

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Frey Scientific

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Economy lens Set	9-568877-640	3.09	12	37.08
Delta Education Solar Cells	9-193-2926-640	74.95	2	149.90
Acrylic Plane Mirror	9-584580-640	1.99	12	23.88
Subtotal				210.86
** Estimated Freight				31.63
Total Cost				242.49

* **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
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SAMPLE FORM
Form 3

School Name CEMS School Number 010 BLOOM

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Follett

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Pikki Tiki Tavi	9780683143206	12.86	1	12.86
Aesops Fables Michael Rosen	9781896580814	14.56	1	14.56
Just A Dream	9780547520261	13.17	1	13.17
The Stranger	9780395423318	16.16	1	16.16
Widow's Broom	9780395640517	16.26	1	16.26
Two Bad Ants	9780395486689	16.16	1	16.16
Subtotal				89.17
Total:				462.07

* **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.

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Date 4/27/17

Form 3

School Name Camp Ernst Middle School Number 000

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Follett

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
* Because of Winn-Dixie	9780763680862	4.54	4	18.16
* Granny Torrelli Makes Soup	9780439649315	4.55	5	22.75
* The One and Only Ivan	9780061992278	6.84	10	68.40
The Invention of Hugo Cabret	9780439813785	21.39	10	213.90
Aesop's Fables	9780979587214	17.14	1	17.14
Subtotal				340.35

*** 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.

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Purchasing PlanDate 4/27/17**SAMPLE FORM**

Form 3

School Name CEMS School Number 610
(Room)**DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS**

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

Vendor Follett

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Zathura	9780618253968	16.29	1	16.29
Mysteries of Harris Burdick	9780395353936	16.26	1	16.26
Subtotal				32.55

* **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.

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Julie Ashley

Purchasing Plan

Date 4-27-17

SAMPLE FORM

Form 3

School Name Camp Ernst Middle School Number _____

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Barnes & Noble Booksellers

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Please see attached.				
Subtotal				

* **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%.

Barnes & Noble Booksellers

Store 2654

Florence 7502 Main Rd. Florence, KY 41042

Message from Store: Julie, This pricing is for purchasing all the titles at the same time. If you are looking to purchase them individually throughout the year, let me know and I will send you a new quote since the discount will be different. Thanks, Joan

Quote # 529610

Store Number: 2654

**Shipping
Address:**

Prepared For: Boone County BOE
Julie Ashley

School/Company: Camp Ernst Middle School

Store Contact: Joan A Stucker Speller

Contact Phone: (859) 647-6400

Store Fax No.: (859) 647-6903

Preparation Date: 04/26/2017

Order Due Date: 05/10/2017

**Customer
Phone:** (859) 534-4000

**Customer
Email:** Julie.ashley@boone.kyschools.us

Product	Title	Author	Publisher	Format	Discount Allowed	Destination	Quantity	List Price	% Off	Quoted Price	Extended Price
9780375842207	Book Thief	Markus Zusak	Random House Children's Books	TP		Ship-to- Store	125	12.99	25.0%	9.74	1217.50
9780544570986	Booked	Kwame Alexander	Houghton Mifflin Harcourt	TC		Ship-to- Store	62	16.99	25.0%	12.74	789.88
9781554987658	Breadwinner (Breadwinner Series #1)	Deborah Ellis	Groundwood Books	TP		Ship-to- Store	125	9.95	25.0%	7.46	932.50
9780763691202	Hour of the Bees	Lindsay Eagar	Candlewick Press	TP		Ship-to- Store	125	8.99	25.0%	6.74	842.50
9780545682459	Scourge	Jennifer A. Nielsen	Scholastic, Inc.	TC		Ship-to- Store	62	16.99	25.0%	12.74	789.88
9780147513151	Soar	Joan Bauer	Penguin Young Readers Group	TP		Ship-to- Store	125	7.99	25.0%	5.99	748.75
9780147514226	Thing About Leftovers	C.C. Payne	Penguin Young Readers Group	TP		Ship-to- Store	125	8.99	25.0%	6.74	842.50
9780380805600	Touching Spirit Bear	Ben Mikaelson	HarperCollins Publishers	TP		Ship-to- Store	125	7.99	25.0%	5.99	748.75
9780316381994	Wild Robot	Peter Brown	Little, Brown Books for Young Readers	TC		Ship-to- Store	62	16.99	25.0%	12.74	789.88

Subtotal: \$7702.14

Shipping: \$0.00

Sales Tax: \$0.00

Total: \$7702.14

Please direct any questions to Joan A Stucker Speller at (859) 647-6400 or CRM2654@bn.com.



Price valid through 05/26/2017. Delivery date depends upon date of order. Additional fees may apply.

Please make checks payable to "Barnes & Noble" and present your Tax Exempt certificate at payment.

If charging to an Institutional Account. Please present your Institutional Account Card and Tax Exempt certificate at payment.
OR provide a Purchase Order indicating your Account Number and Tax Exempt Information.

Purchasing Plan

Date 4/4/17

SAMPLE FORM

Form 3

School Name Camp Ernst Middle School Number _____

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Newsela.com

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Grade level license	online subscrip	\$2,000	1	\$2,000
Subtotal				2,000

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Purchasing PlanDate 4/4/17**SAMPLE FORM**

Form 3

School Name Camp Ernst Middle School Number _____**DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS**

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

Vendor

Vocabulary.com Attn: David Mikelson

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
<u>grade level</u> <u>online subscription</u>		<u>2,200</u>	<u>1</u>	<u>2,200</u>
Subtotal				<u>2,200</u>

* **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.

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Purchasing Plan

Date 4/4/17

SAMPLE FORM

Form 3

School Name Camp Ernst Middle School Number _____

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor

Perfection Learning Attn: Tiffany Mason
1000 N. 2nd Ave
P.O. Box 600
Logan, IA 51546-0500

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Reading Express	13:978-0-7891-1583-0	10.95	17	186.15
Level H				
Reading/Writing Fiction	Non-13:9780789167181	10.95	17	186.15
Gr 6-8				
Subtotal				372.30
Ship				55.85
				428.15

* **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.

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SAMPLE FORM
Form 3

School Name Camp Ernst Middle

School Number _____

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Amazon

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
The Martian- Classroom Edition	978-0804189354	\$8.16	30	244.80
Deadly	978-0689857393	\$4.77	15	71.55
The Clone Codes	978-0439929844	12.26	5	61.30
Subtotal				377.65
				50.64
				428.29

* **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 _____

SAMPLE FORM
Form 3

School Name CEMS School Number _____

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Houghton Mifflin Harcourt

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Go Math Teacher Edition Grade 7	ISBN-13/EAN: 978054406631 ISBN-10: 054406636	97.35	3	292.05
Subtotal				292.05
				29.21
				321.26

* **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 5/1/17

Form 5

School Name

Camp Ernst

School Number

010

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2016 - 17 adoption cycle.

School Council Members' Signatures:

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
School Council Chair

[Signature]
[Signature]

5/1/17
Date

[Signature] 5/1/17

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