

Purchasing Plan
Date _____

**SAMPLE FORM
FORM 1**

COVER PAGE

School Name Stephens Elementary

School Number _____ District Number _____

Grades K-5 Enrollment 650

Adoption Cycle 20 17 - 18

Content Area(s) math

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

Adèle Gormley - principal

Angela Castleman - assistant principal

Amy Mintchell - ~~counselor~~ inst coach

Andrea Gronofeld - teacher

Jenny Aylor - teacher

Purchasing Plan
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SAMPLE FORM
FORM 2

School Name Stephens Elementary School Number _____

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Pearson - see attached

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
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
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Form 4

School Name Stephens Elementary School Number _____

BUDGET SUMMARY

Revenue:

Current State Allocation \$19,273.02

Carry-over funds \$39,598.81
(becomes carry-over on July 1)

Total State Monies \$58,871.83

Projected Cost for:	Categories
Textbooks	<u>\$42,741.52</u>
Instructional Materials	
Rebinding & Replacement	
TOTAL EXPENDITURES	<u>\$42,741.52</u>

Projected carry-over funds _____

Purchasing Plan
Date _____

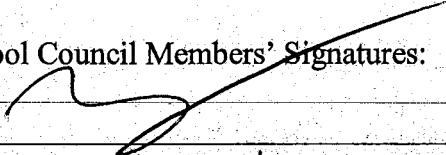
Form 5


School Name Stephens Elementary School Number _____


STATEMENT OF ACCOUNTABILITY

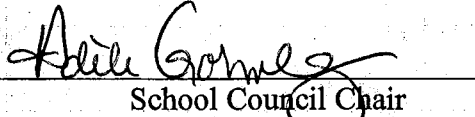
We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 20____ - ____ adoption cycle.

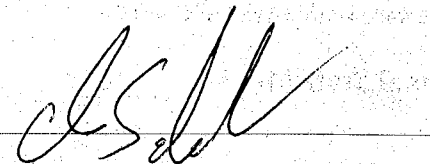
School Council Members' Signatures:

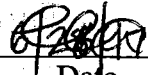

Esther M. Hatur


Barbara Stegman


Cherise West


School Council Chair



 6/26/17
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