

PURCHASING PLAN, K-8

Developing the Plan

Annually, each school with any of the grades K-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.

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- 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 6/20/17

**SAMPLE FORM
FORM 1**

COVER PAGE

School Name : Florence Elementary School

School Number 050 District Number _____

Grades PK-5th Enrollment 600

Adoption Cycle 2017 -2022

Content Area(s) ELA/Writing

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

Writing Committee 2016-2017

5th- Staci Paff and Cassidy Argullin

4th Lauren Ritter and Amy Lawrence

3rd LeighAnn Smith and Ali Hanna

2nd Holly Dodd and Kelsey Ryan

1st Lydia Jones

K Kelly Aldridge

Lisa Freking

Lisa Resing

Purchasing Plan
Date 6/20/17

SAMPLE FORM
FORM 2

School Name Florence Elementary School Number 050

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Scholastic Inc.

| Textbook | *ISBN | Unit Cost | Quantity | Total Cost |
|----------------------|-------|-----------|----------|------------|
| SEE ATTACHED | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | \$4,799.68 |
| ** Estimated Freight | | | | \$431.97 |
| Total Cost | | | | \$5,231.65 |

* **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%.

Need Help? Call us at 1-800-724-2222 or email us at: teacherstore@scholastic.com

Printed On: Wed Jun 21 2017 08:44:51 GMT-0400 (Eastern Daylight Time)

Order Info

| DESCRIPTION | LIST PRICE | YOUR PRICE | QUANTITY | ITEM TOTAL |
|---|---------------------|------------|----------|------------|
| Trait Crate Plus (Kindergarten) Item #: NTS 803046 Classroom Program | \$199.99 | \$149.99 | 4 | \$599.96 |
| Trait Crate Plus (Grade 5) Item #: NTS 583773 Classroom Program | \$199.99 | \$149.99 | 5 | \$749.95 |
| Trait Crate Plus (Grade 4) Item #: NTS 583772 Classroom Program | \$199.99 | \$149.99 | 5 | \$749.95 |
| Trait Crate Plus (Grade 3) Item #: NTS 583771 Classroom Program | \$199.99 | \$149.99 | 6 | \$899.94 |
| Trait Crate Plus (Grade 2) Item #: NTS 803044 Classroom Program | \$199.99 | \$149.99 | 6 | \$899.94 |
| Trait Crate Plus (Grade 1) Item #: NTS 803045 Classroom Program | \$199.99 | \$149.99 | 6 | \$899.94 |

Estimated Standard Shipping and Handling costs are 9% of the item total. Actual costs will vary.

Subtotal: \$4,799.68

Additional Promotions: \$0.00

Estimated Shipping & Handling: \$431.97

Order Total: \$5,231.65

Thank You for shopping The Scholastic Teacher Store

We hope you have enjoyed your shopping experience. If you have any questions or need any assistance, please call 1-800-724-2222 or e-mail us at teacherstore@scholastic.com

Purchasing Plan
Date 6/20/17

SAMPLE FORM
FORM 2

School Name Florence Elementary School Number 050

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Thinking Maps

| Textbook | *ISBN | Unit Cost | Quantity | Total Cost |
|----------------------|-------|-----------|----------|------------|
| SEE ATTACHED ORDER | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | \$8,299.00 |
| ** Estimated Freight | | | | \$497.94 |
| Total Cost | | | | \$8,796.94 |

* **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.

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Materials Order Form

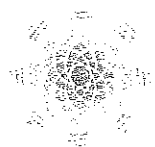
Thinking Maps, Inc.
401 Cascade Pointe Lane • Cary, NC 27513
Toll Free: (800) 243-9169 • Local (919) 678-8778 • Fax (919) 678-8782
www.thinkingmaps.com

A purchase order, check, credit card or money order is required.

Thinking Maps® materials are only available as part of Thinking Maps® professional development. Contact your local representative with any questions about ordering and/or details regarding implementation.

| Quantity | Item # | Thinking Maps® Materials | Unit Price | Total |
|----------|--------|---|------------|--------|
| 26 | 2020 | Thinking Maps®: A Language for Learning (for existing customers, while supplies last) | \$99.00 | 2574.- |
| | 2040 | Thinking Maps®: A Language for Learning, 2nd Edition (includes Wall Posters) | \$125.00 | |
| | 2140 | Thinking Maps®: A Language for Learning, 2nd Edition Trainers Guide | \$175.00 | |
| | 2220 | Thinking Maps®: A Language for Leadership, 2nd Edition | \$155.00 | |
| | | For purchases of the Thinking Maps Learning Community (TMLC), please also complete the TMLC Information Form | | |
| 26 | 2610 | Thinking Maps® Learning Community Subscription—1 Year (per user; for volume and renewal pricing please contact your representative) | \$95.00 | 2470.- |
| | 2640 | TMLC Online PD Only Subscription—1 Year (per user; for volume pricing please contact your representative) | \$70.00 | |
| | 2650 | TMLC Map Builder Only Subscription—1 Year (per user; for volume pricing please contact your representative) | \$50.00 | |
| 1 | 2510 | Path to Proficiency for English Language Learners | \$135.00 | 135.- |
| | 2520 | Path to Proficiency for English Language Learners Facilitator's Guide | \$199.00 | |
| | 2440 | Cooperative Desk Maps, one pack contains 8 desk maps | \$69.00 | |
| | 2450 | Thinking Maps® Wall Posters Replacement Sets (pack has 5 sets of 8 each) | \$40.00 | |
| | 2460 | Thinking Maps®: Critical Reading and Writing for PSAT/NMSQT, SAT I, ACT Instructor's Guide | \$119.00 | |
| | 2461 | Thinking Maps®: Critical Reading and Writing for PSAT/NMSQT Student Guide | \$17.95 | |
| | 2462 | Thinking Maps®: Critical Reading and Writing for SAT I Student Guide | \$17.95 | |
| | 2463 | Thinking Maps®: Critical Reading and Writing for ACT Student Guide | \$17.95 | |
| 6 | 2470 | Thinking Maps®: Comprehension Strategies for Constructing Meaning | \$70.00 | 420.- |
| 6 | 3020 | Write from the Beginning...and Beyond Setting the Stage, K-8 | \$110.00 | 660.- |
| | 3120 | Write from the Beginning...and Beyond Setting the Stage Trainer's Guide, K-8 | \$55.00 | |
| 6 | 3030 | Write from the Beginning...and Beyond Narrative, K-8 | \$95.00 | 570.- |
| | 3130 | Write from the Beginning...and Beyond Narrative Trainer's Guide, K-8 | \$150.00 | |
| 6 | 3040 | Write from the Beginning...and Beyond Response to Literature, K-8 | \$55.00 | 330.- |
| | 3140 | Write from the Beginning...and Beyond Response to Literature Trainer's Guide, K-8 | \$85.00 | |
| | 3045 | Write from the Beginning...and Beyond Response to Text | \$75.00 | |
| | 3145 | Write from the Beginning...and Beyond Response to Text Trainer's Guide | \$110.00 | |
| 6 | 3050 | Write from the Beginning...and Beyond Expository/Informative, K-8 | \$95.00 | 570.- |
| | 3150 | Write from the Beginning...and Beyond Expository/Informative Trainer's Guide, K-8 | \$150.00 | |

| | | | | |
|---|------|--|----------|--------------|
| 6 | 3060 | Write from the Beginning...and Beyond <i>Argumentative</i> , K-8 | \$95.00 | 570. — |
| | 3160 | Write from the Beginning...and Beyond <i>Argumentative Trainer's Guide</i> , K-8 | \$150.00 | |
| | 4015 | Student Successes with Thinking Maps (2nd Edition)—from Corwin Press | \$35.95 | |
| | 2410 | Draw Your Thinking, Pre K-1 | \$49.00 | |
| | 2420 | Show Your Thinking, Grades 1-3 | \$49.00 | |
| | 2430 | Map Your Thinking, Grades 3-5 | \$49.00 | |
| | 4020 | Analytical Reading & Reasoning, Grades 10-12 | \$21.95 | |
| | 4030 | Solution Key for Analytical Reading & Reasoning | \$7.00 | |
| | 4040 | Mastering Reading through Reasoning, Grades 7-9 | \$21.95 | |
| | 4050 | Teacher's Guide for Mastering Reading through Reasoning | \$7.00 | |
| Materials Subtotal (from page 1) | | | | \$ 822.99. — |
| Shipping Charges (% of Subtotal) 6% - Ground 8% - 3 Day 10% - 2 Day 12% - Overnight 10% - Alaska & Hawaii <i>Thinking Maps® Learning Community Subscription (Item #2610, #2640 & #2650) No Shipping Charges</i> <i>(For orders shipped outside the U.S. please call for rates)</i> \$7 Minimum on All Orders Materials Needed By: ____ / ____ / ____ | | | | |
| Shipping Charge (See Above Chart) | | | | \$ 497.94 |
| Sales Tax (Only in NC & CA) Tax must be assessed on the total materials and shipping | | | | \$ |
| Total Amount Due | | | | \$ 8796.94 |
| Form of Payment <input checked="" type="checkbox"/> Purchase Order Purchase Order #: 279916 & 279930 <input type="checkbox"/> Check (Payable to Thinking Maps Inc) Check #: _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (Complete all fields below for Credit Cards) | | | | |
| Billing Information: | | | | |
| Bill To: | | School Name/District: | | |
| Attention: | | | | |
| Billing Address: | | | | |
| City: | | State: | Zip: | |
| Phone: | | Fax: | Email: | |
| Shipping Information: | | <input type="checkbox"/> Same as Billing Address | | |
| Ship To: | | School Name/District: | | |
| Attention: | | | | |
| Mailing Address: | | | | |
| City: | | State: | Zip: | |
| Phone: | | Fax: | Email: | |
| Credit Card Information: **All Fields Must Be Completed for Credit Cards** | | | | |
| Credit Card Number: | | Expiration Date: | | |
| Name on Card (PRINT): | | Security Code: | | |
| Signature: | | Date: | | |
| School Name: | | School District: | | |
| Credit Card Billing Address: | | | | |
| City: | | State: | Zip: | Phone: |



THINKING MAPS

Note: Only complete if ordering Thinking Maps Learning Community (TMLC)

Thinking Maps Learning Community Information Form

School District & Type (Public or Private): Boone County Schools

School Name: Florence Elem. School

(Note: Please use official/full school name.)

Address: 103 Center Street, Florence, KY 41042

Technical Facilitator Contact for TMLC please indicate Mr. or Ms./(Mrs.):

Lisa FreKing

(This person is responsible for uploading and maintaining users.)

E-mail Address: lisa.freKing@boone.kyschools.us

Phone Number: 859-282-2610

School Administrator Contact for TMLC (Please indicate Mr. or Ms./Mrs.):

Lisa Resing

(This person is the primary contact for Thinking Maps.)

E-mail Address: lisa.resing@boone.kyschools.us

Phone Number: 859-282-2610

Number of Licenses: 1

Number of Students: 550

Start Date: August 2017

Renewal?

Please complete and send this form back to Thinking Maps, Inc.

Mailing address: 401 Cascade Pointe Lane, Cary, NC 27513

E-mail: office@thinkingmaps.com

Fax: (919) 678-8782

Purchasing Plan
Date _____

Form 5

School Name Florence Elem. School Number 050

STATEMENT OF ACCOUNTABILITY

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

School Council Members' Signatures:

Sarah Scott
Danli Shuffelbarger
Hugh Ann Smith

[Signature]
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 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

Signature

PURCHASING PLAN, K-8

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Purchasing Plan

Date 6/20/17

SAMPLE FORM
FORM 1

COVER PAGE

School Name : Florence Elementary School

School Number 050 District Number _____

Grades PK-5th Enrollment 600

Adoption Cycle 2017 -2022

Content Area(s) Social Studies

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

Writing Committee 2016-2017

Lisa Resing

David Arvin

Lisa Freking

Shari Testerman

Jennifer Bryngelson

Purchasing Plan
Date 6/20/17

**SAMPLE FORM
FORM 2**

School Name Florence Elementary School Number 050

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Heinemann Inc.

| Textbook | *ISBN | Unit Cost | Quantity | Total Cost |
|----------------------|-------|-----------|----------|------------|
| SEE ATTACHED | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | \$960.02 |
| ** Estimated Freight | | | | \$96.00 |
| Total Cost | | | | \$1,056.02 |

* **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.

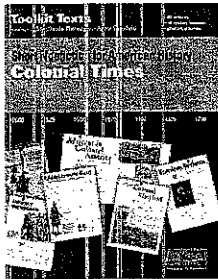
** **State bid prices do not include shipping costs.** A good estimate of freight is 10%.

REQ-11753 V=16990
Social Studies



DEDICATED TO TEACHERS

Shopping Cart



Colonial Times

Spiral SKU: E04883

ISBN: 978-0-325-04883-3 / 0-325-04883-5

QTY: 4

\$230.00



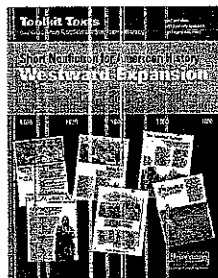
The Civil War and Reconstruction

Paperback SKU: E04921

ISBN: 978-0-325-04921-2 / 0-325-04921-1

QTY: 4

\$270.02



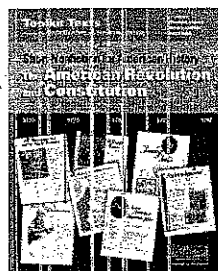
Westward Expansion

Spiral SKU: E04884

ISBN: 978-0-325-04884-0 / 0-325-04884-3

QTY: 4

\$230.00



The American Revolution and Constitution

Spiral SKU: E04882

ISBN: 978-0-325-04882-6 / 0-325-04882-7

QTY: 4

\$230.00

Item Subtotal \$960.02

*Final shipping and tax to be calculated during checkout S/H 96.00

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Terms & Conditions Use Privacy Policy

\$1056.02

Purchasing Plan
Date _____

Form 5

School Name _____ School Number _____

STATEMENT OF ACCOUNTABILITY

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

School Council Members' Signatures:

Sam Scott
Lugh Ann Smith
Sam Shuffelbarger

[Signature]
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 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

Signature

Purchasing Plan
Date 6/20/2017

Form 4

School Name Florence Elementary School Number 050

BUDGET SUMMARY

Revenue:

Current State Allocation \$17,946

Carry-over funds \$33.39
(becomes carry-over on July 1)

Total State Monies _____

| Projected Cost for: | Categories |
|---------------------------|-------------|
| Textbooks | |
| Instructional Materials | \$17,912.61 |
| Rebinding & Replacement | |
| TOTAL EXPENDITURES | \$17,912.61 |

Projected carry-over funds \$33.39

PURCHASING PLAN, K-8

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Purchasing Plan
Date 6/20/17

SAMPLE FORM
FORM 1

COVER PAGE

School Name : Florence Elementary School

School Number 050 District Number _____

Grades PK-5th Enrollment 600

Adoption Cycle 2017 -2022

Content Area(s) Social Skills

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

Writing Committee 2016-2017

Lisa Resing

David Arvin

Leslie Vickers

Stacey Guthrie

Lindsay Chappell

Gabe Guthrie

Purchasing Plan
Date 6/20/17

**SAMPLE FORM
FORM 2**

School Name Florence Elementary School Number 050

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor _____ Committee For Children _____

| Textbook | *ISBN | Unit Cost | Quantity | Total Cost |
|----------------------|-------|-----------|----------|------------|
| SEE ATTACHED | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | \$2,828 |
| ** Estimated Freight | | | | FREE |
| Total Cost | | | | \$2,828 |

* **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%.

V# 43947

REQ - 11751

ORDER FORM

second 1112

1 Person who made the decision to purchase:

Name Lisa Resing
Phone (859) 282-2610Job title Principal
Email lisa.resing@boone.kyschools.us

2 Bill to:

School/Organization Florence Elem. SchoolDistrict Boone County SchoolsName Lisa Resing

Job title _____

Bill to address 103 Center StCity FlorenceState/Province KYZip/Postal code 41042 Country U.S.Bill to phone (859) 282-2610Fax (859) 282-2615Email same as above3 Ship to: ☒ Same as bill to

School/Organization _____ District _____

Name _____ Job title _____

Ship to address (In the continental U.S., please provide street address. We are unable to ship to a P.O. box.)

City _____ State/Province _____ Zip/Postal code _____ Country _____

Ship to phone () _____ Fax () _____

Email _____

4 Products:

| Order # | Title | Quantity | Unit Price | Item Total |
|----------------|--|----------|---------------|---------------|
| <u>A000877</u> | <u>Early Learning - 5 Second step Kits</u> | <u>1</u> | <u>2629.-</u> | <u>2629.-</u> |
| <u>A000868</u> | <u>K-5 Principal Tool Kit</u> | <u>1</u> | <u>199.-</u> | <u>199.-</u> |
| | | | | |
| | | | | |

5 Method of payment:

☐ Check enclosed ☐ Purchase order # _____☐ MasterCard ☐ VISA (Attach signed P.O.)

Card # _____

Expiration date ____ / ____ / ____

Cardholder's name (please print)

☐ Personal card
☐ Corporate card

Cardholder's address (please print)

Cardholder's signature

Merchandise subtotal 2828.-

Less volume discount (see below) _____

Subtotal _____

Shipping and handling (see below) + Free

Subtotal _____

WA residents add applicable sales tax on above + _____

6 Grand total 2828.-

ORDERING INFORMATION

Web: cfchildren.org/purchase

Phone: 800-634-4449

Email: orders@cfchildren.org

Fax: 206-343-1445

Mail

Committee for Children
2815 Second Ave., Suite 400
Seattle, WA 98121

Shipping and handling

- Continental U.S.:
 - Standard (5-10 business days): **FREE!**
 - Rush shipping: Call for costs
- Hawaii, Alaska, U.S. territories, and military addresses (7-15 business days):
 - 10% of product total (\$20 minimum)
- Canada (7-15 business days):
 - 15% of product total (\$20 minimum)
- International addresses: Call for costs

Volume discounts

10% discount for single orders
to one location totalling \$10,000+

Pricing

All prices in U.S. funds. Prices
effective through June 30, 2017,
except where noted.

Guarantee and returns

Committee for Children guarantees all materials. If you are not
completely satisfied, we accept returns or exchanges of items in
resale condition, up to 90 days from the invoice date, for a refund of
the purchase price (not including shipping and handling).

Purchasing Plan
Date _____

Form 5

School Name _____ School Number _____

STATEMENT OF ACCOUNTABILITY

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

School Council Members' Signatures:

Sarah Scott
David Shuffelbarger
Lugh Ann Smith

[Signature]

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 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

signature