

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 5-17-18

Livingston County Schools
FORM 1

COVER PAGE

School Name North Livingston Elementary

School Number 020 District Number 345

Grades K-5 Enrollment 186

Adoption Cycle 2016 -2017

Content Area(s) Reading, Science, Math and Social Studies

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

Sheri Henson, Principal

Kristen Owens, K Teacher/SBDM Member

Angie Barnes, 1st Grade Teacher/SBDM Member

Sylvia Doyle, 4th Grade Teacher/SBDM Member

Roberta Harris, 5th Grade Teacher/SBDM Member

Johnetta Taylor, SBDM Parent

Michelle Davis, SBDM Parent

All classroom teachers were consulted

Purchasing Plan
Date 5-17-18

Livingston County Schools
Form 3

School Name North Livingston Elementary School Number 020

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Scholastic

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Scholastic News, Science Spin, Storyworks	NA			\$ 2686.79
Subtotal				
** Estimated Freight				
Total Cost				\$ 2686.79

* **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 5-17-18

Livingston County Schools
Form 3

School Name North Livingston Elementary School Number 020

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Mathseeds

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Subscription to Mathseeds			40	\$550
Subtotal				
** Estimated Freight				
Total Cost				\$550

* **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 5-18-17

Livingston County Schools
Form 4

School Name North Livingston Elementary School Number 020

BUDGET SUMMARY

Revenue:

Current State Allocation	<u>\$3865.00</u>
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Carry-over funds_____

(becomes carry-over on July 1)

Total State Monies \$3865.00

Projected Cost for:	Categories
Textbooks	
Instructional Materials	\$ 3236.79
Rebinding & Replacement	
TOTAL EXPENDITURES	\$ 3183.36

53.43 to be paid from
SBOM

Projected carry-over funds \$0

Purchasing Plan
Date 5-18-17

Livingston County Schools
Form 5

School Name North Livingston Elementary School Number 020

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:

Michelle Davis

Sylvia n. Dyer

[Signature]

Angie Barnes

Robert Haines

Sherril Henson

School Council Chair

5-17-18

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