

# **PURCHASING PLAN, K-12**

## **Developing the Plan**

Annually, each school with any of the grades K-12, 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

**COVER PAGE**

School Name RYLE HIGH SCHOOL

School Number 071 District Number 035

Grades 9-12 Enrollment 2102

Adoption Cycle 20 21 - 2022

Content Area(s) Mathematics, Social Studies

World Language, English

Science, CTE

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

Cody Ryan, Assistant Principal

Nichole Schwartz, English Team Lead

Dusty Margrave, Social Studies Team Lead

John Mefford, Science Team Lead

Anita Call, World Language Team Lead

Marti Freihofer, Math Team Lead

Brenda Klaas, CTE Team Lead

School Name RYLE HIGH SCHOOL School Number 071

**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

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

Vendor Vista Higher Learning  
500 Boylston St. Suite 620 Boston, MA

Textbook	*ISBN	Unit Cost	Quantity	Total Cost	Funding by School or District
Galeria 2 TRB	978-1-54331-624-7	0	1	0	
Galeria 2 Student	978-1-54334-816-3	184.95	25	4,623.75	
Senderos L5 National TRB	978-1-68005-407-1	0	1	0	
Senderos L5 Student	978-1-68005-396-8	129.95	25	3,248.75	
<b>Subtotal</b>				7,872.50	
<b>** Estimated Freight</b>				436.92	
<b>Total Cost</b>				8,309.48	

\* **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%.

School Name RYLE HIGH SCHOOL School Number 071

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

Vendor Cengage Learning  
10650 Toebben Dr

Textbook	*ISBN	Unit Cost	Quantity	Total Cost	Funding by School or District
Elementary Technical Math	978-1-337630-580	150	30	4,500	
Chemistry AP Addition Bundle	978-1-337427-012	199	60	11,940	
Shelly Cashman Office Student	978-0-357245-231	136.75	60	8,205	
Shelly Cashman Office Intermediate	978-0-357395-226	153.25	30	4597.50	
Chemistry Teacher Edition	978-1-305957-749	0	3	0	
Teacher Resource Guide	978-1-305957-794	0	3	0	
Teacher Lab Manual	978-1-305957-411	0	3	0	
Student Solutions Manual	978-1-305957-510	0	3	0	
Test Bank	978-1-305957-527	0	3	0	
Subtotal				29,242.50	
** Estimated Freight				962.10	
Total Cost				30,204.60	

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School Name RYLE HIGH SCHOOL School Number 071

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

Vendor Bedford, Freeman, and Worth Publishing  
16365 James Madison HWY  
Gordonville, VA

Textbook	*ISBN	Unit Cost	Quantity	Total Cost	Funding by School or District
Environmental Science Teacher	978-1-319114-282	0	1	0	
Environmental Science Student	978-1-319113-292	140.24	25	3,506	
Language of Composition	978-1-319056-148	98.38	125	12,297.50	
Language of Comp. Teacher Resource	978-1-319069-179	0	3	0	
Language of Comp. Teacher	978-1-319069-186	0	3	0	
Language of Comp. Exam	978-1-319372-484	0	3	0	
Subtotal				15,803.50	
** Estimated Freight				316.07	
Total Cost				16,119.57	

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School Name Ryle High School School Number 071

**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

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

Vendor McGraw Hill  
PO Box 182605  
Columbus, OH

Textbook	*ISBN	Unit Cost	Quantity	Total Cost	Funding by School or District
Physical Science Student	978-0-07-894582-3	92.82	100	9282.00	
Physical Science Teacher	978-0-07-896293-6	0	3	0	
Physical Science Online	978-0-07-664435-3	0	3	0	
Subtotal				9282.00	
** Estimated Freight				742.56	
Total Cost				10,024.56	

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School Name Ryle High School School Number 071

**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

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

Vendor Follett School Solutions  
1340 Ridgeview Dr  
McHenry, IL

Textbook	FLR#	Unit Cost	Quantity	Total Cost	Funding by School or District
1984	0034QR2	22.16	30	664.80	
Brave New World	0030SK4	22.56	30	676.80	
The Great Gatsby	39966W5	22.96	45	1,033.20	
The Handmaid's Tale	31191VX	21.26	30	637.80	
The House on Mango Street	31688WX	17.66	30	529.80	
The Lord of the Flies	30030V4	16.06	45	722.70	
Hamlet	35322V1	11.39	30	341.70	
Subtotal				4,606.80	
** Estimated Freight				460	
Total Cost				5,066.80	

\* **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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School Name Ryle High School School Number 071

**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

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

Vendor Barnes and Noble  
7663 Mall Road  
Florence, KY

Textbook	*ISBN	Unit Cost	Quantity	Total Cost	Funding by School or District
Write Moves: Creative Writing	978-1-554812-264	46.95	31	1,455.45	
TED Talks: Official Guide	978-1-328710-284	13.59	32	434.88	
Subtotal				1,890.33	
** Estimated Freight					
Total Cost				1,890.33	

\* **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**  
**Date** \_\_\_\_\_

**SAMPLE FORM**  
**Form 3**

School Name RYLE HIGH SCHOOL School Number 071

**DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS**

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

Vendor ServSafe  
233 S Wacker Dr  
Chicago, IL  
\_\_\_\_\_

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost	Funding by School or District
ServSafe Manager Book	ESV7	68	32	2,176.00	
<b>Subtotal</b>				2,176.00	
<b>** Estimated Freight</b>				35.83	
<b>Total Cost</b>				2211.83	

**\* 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**\_\_\_\_\_

**Form 4**

School Name RYLE HIGH SCHOOL School Number 071

### **BUDGET SUMMARY**

**Revenue:**

Current State Allocation 30,873.60

Carry-over funds 149,194.47  
(becomes carry-over on July 1)

**Total State Monies** **180,068.07**

<b>Projected Cost for:</b>	<b>Categories</b>
Textbooks	71,615.34
Instructional Materials	2,211.83
Rebinding & Replacement	0
<b>TOTAL EXPENDITURES</b>	

**Projected carry-over funds** **106,240.90**

Purchasing Plan  
Date \_\_\_\_\_

Form 5

School Name RYLE HIGH SCHOOL School Number 071

### STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Academic Standards for the 20 21 - 22 adoption cycle.

School Council Members' Signatures:

Isha Loni  
Chana L Caldwell  
Davis Robinson

[Signature]  
[Signature]

[Signature]  
School Council Chair

6/24/21  
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 21 - 2022 adoption cycle. The cost of this plan is within the appropriation for this school.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Secretary

\_\_\_\_\_  
Date