



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS**  
**TEXTBOOKS, MEDIA, & SCIENCE LAB**  
**FISCAL YEAR 2016-2017**  
**AS OF MAY 2016**

Instructional Materials allocation is a direct allocation to schools from State categorical funds. Use of Instructional Materials allocation is defined in s. 1006.40, Florida Statutes (see attached). Additional policies and procedures have been adopted by the School Board. See Okaloosa County School District - Guidebook of Policies and Procedures - Chapter 3 - Instructional Matters for textbook ordering procedures and timelines.

**Project Numbers:**

**Instructional Materials - Textbooks - 3105**

These funds may be used to purchase instructional materials, textbooks, or other items which have an intellectual content and assist in the instruction of a subject or course.

**Instructional Materials - Media - 3106**

These funds may be used to purchase and/or repair library books, instructional materials, and reference books.

**Instructional Materials - Science Lab - 3109**

These funds may be used to purchase science lab materials and supplies.

***Allocation Method:***

Instructional Materials - Textbooks 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE  
 65% of allocation held at District level for State adoptions  
 Remaining funds allocated to schools for use as "text flex"  
 Instructional Materials - Media 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE  
 Instructional Materials - Science Lab 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE

***Allocation Amount:***

**Per Adjusted UFTE**

Instructional Materials - Textbooks	90% x	\$ 71.08	Per UFTE	Less 65%	(State Adoptions @ District Level)
Instructional Materials - Media	90% x	\$ 4.43	Per UFTE		
Instructional Materials - Science Lab	90% x	\$ 1.21	Per UFTE		

		<u>Per UFTE</u>		<u>UFTE</u>		<u>Allocation</u>
Example: <i>Edwins Elementary</i>	90% x	\$ 71.08	x	449.00	Less 65%	= \$ 10,053 (Textbooks)
	90% x	\$ 4.43	x	449.00		= \$ 1,790 (Media)
	90% x	\$ 1.21	x	449.00		= \$ 489 (Science Lab)

*For the initial budget process, the allocation for your school will be placed in the following:*

Project Name	Fund	Function	Object Code	Cost Center	Project Number
Instructional Materials - Textbooks	1010	5100	0520	Center	3105
Instructional Materials - Media	1010	6200	0610	Center	3106
Instructional Materials - Science Lab	1010	5100	0510	Center	3109

*Beginning August 1, 2016, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.*

*Any available funds at the end of the fiscal year will carry over to the next fiscal year.*

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE**  
**FISCAL YEAR 2016-2017**  
**AS OF MAY 2016**

COST CENTER NUMBER	SCHOOL/CENTER NAME	ADJUSTED PROJECTED UFTE	TEXTBOOKS ESTIMATE			MEDIA ESTIMATE	SCIENCE LAB ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS	
						\$ 2,169,264	\$ 135,281		\$ 36,977
			90% x UFTE x \$ PER UFTE TEXTBOOKS	65% LESS FUNDS HELD AT DISTRICT FOR STATE ADOPTIONS	EQUALS SCHOOL TEXTBOOK FLEX ALLOCATION	\$ 71.08	\$ 4.43		\$ 1.21
ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,341,522									
UFTE PER FINAL CONFERENCE: 30,520.57									
		PER UFTE							
<b>DISTRICT SCHOOLS</b>									
0031	EDWINS ELEMENTARY SCHOOL	449.00	\$ 28,723	\$ (18,670)	\$ 10,053	\$ 1,790	\$ 489	\$ 12,332	
0041	BAKER SCHOOL	1,373.66	87,876	(57,119)	30,757	5,477	1,496	37,730	
0051	BOB SIKES ELEMENTARY SCHOOL	744.00	47,595	(30,937)	16,658	2,966	810	20,434	
0082	MEIGS MIDDLE SCHOOL	596.12	38,135	(24,788)	13,347	2,377	649	16,373	
0092	SHOAL RIVER MIDDLE SCHOOL	852.00	54,504	(35,428)	19,076	3,397	928	23,401	
0121	RUCKEL MIDDLE SCHOOL	1,011.00	64,676	(42,039)	22,637	4,031	1,101	27,769	
0131	DESTIN ELEMENTARY SCHOOL	851.00	54,440	(35,386)	19,054	3,393	927	23,374	
0151	EDGE ELEMENTARY SCHOOL	627.00	40,110	(26,072)	14,038	2,500	683	17,221	
0161	EGLIN ELEMENTARY SCHOOL	475.00	30,387	(19,752)	10,635	1,894	517	13,046	
0201	LAUREL HILL SCHOOL	360.50	23,062	(14,990)	8,072	1,437	393	9,902	
0211	NICEVILLE HIGH SCHOOL	1,903.25	121,755	(79,141)	42,614	7,588	2,073	52,275	
0222	NORTHWOOD ELEMENTARY SCHOOL	784.00	50,154	(32,600)	17,554	3,126	854	21,534	
0241	SILVER SANDS SCHOOL	138.00	8,828	N/A	8,828	550	150	9,528	
0251	RIVERSIDE ELEMENTARY SCHOOL	868.00	55,528	(36,093)	19,435	3,461	945	23,841	
0271	PRYOR MIDDLE SCHOOL	609.00	38,959	(25,323)	13,636	2,428	663	16,727	
0281	WRIGHT ELEMENTARY SCHOOL	668.00	42,733	(27,776)	14,957	2,663	727	18,347	
0431	SHALIMAR ELEMENTARY SCHOOL	670.00	42,861	(27,860)	15,001	2,671	730	18,402	
0541	ELLIOTT PT. ELEMENTARY SCHOOL	604.00	38,639	(25,115)	13,524	2,408	658	16,590	
0561	MARY ESTHER ELEMENTARY SCHOOL	575.00	36,784	(23,910)	12,874	2,293	626	15,793	
0571	PLEW ELEMENTARY SCHOOL	791.16	50,612	(32,898)	17,714	3,154	862	21,730	
0581	CHOCTAW HIGH SCHOOL	1,553.20	99,361	(64,585)	34,776	6,193	1,691	42,660	
0601	CRESTVIEW HIGH SCHOOL	1,848.50	118,252	(76,864)	41,388	7,370	2,013	50,771	
0621	KENWOOD ELEMENTARY SCHOOL	649.00	41,518	(26,987)	14,531	2,588	707	17,826	
0631	FLOROSA ELEMENTARY SCHOOL	519.00	33,201	(21,581)	11,620	2,069	565	14,254	
0641	FT. WALTON BEACH HIGH SCHOOL	1,503.15	96,160	(62,504)	33,656	5,993	1,637	41,286	
0651	BRUNER MIDDLE SCHOOL	740.00	47,339	(30,770)	16,569	2,950	806	20,325	
0671	LEWIS K-8 SCHOOL	606.00	38,767	(25,199)	13,568	2,416	660	16,644	
0681	LONGWOOD ELEMENTARY SCHOOL	652.00	41,710	(27,112)	14,598	2,600	710	17,908	
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	214.00	13,690	(8,899)	4,791	853	233	5,877	
0721	OKALOOSA STEM ACADEMY	189.00	12,091	(7,859)	4,232	754	206	5,192	
0731	WALKER ELEMENTARY SCHOOL	854.10	54,638	(35,515)	19,123	3,405	930	23,458	
0741	BLUEWATER ELEMENTARY SCHOOL	921.00	58,918	(38,297)	20,621	3,672	1,003	25,296	
0751	ANTIOCH ELEMENTARY SCHOOL	884.00	56,551	(36,758)	19,793	3,525	963	24,281	
0761	DAVIDSON MIDDLE SCHOOL	918.15	58,736	(38,178)	20,558	3,661	1,000	25,219	
0771	DESTIN MIDDLE SCHOOL	736.00	47,083	(30,604)	16,479	2,934	802	20,215	
0801	RICHBOURG SCHOOL	73.00	4,670	N/A	4,670	291	79	5,040	
0811	SOUTHSIDE PRIMARY SCHOOL	182.00	11,643	N/A	11,643	726	198	12,567	
<b>TOTAL - DISTRICT SCHOOLS</b>		<b>27,991.79</b>	<b>\$ 1,790,689</b>	<b>\$ (1,147,609)</b>	<b>\$ 643,080</b>	<b>\$ 111,604</b>	<b>\$ 30,484</b>	<b>\$ 785,168</b>	

## Excerpt from The 2015 Florida Statutes

### **1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books.**

- (1) On or before July 1 each year, the commissioner shall certify to each district school superintendent the estimated allocation of state funds for instructional materials, computed pursuant to the provisions of s. 1011.67 for the ensuing fiscal year.
- (2) Each district school board must purchase current instructional materials to provide each student in kindergarten through grade 12 with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Such purchase must be made within the first 3 years after the effective date of the adoption cycle unless a district school board or a consortium of school districts has implemented an instructional materials program pursuant to s. 1006.283.
- (3)
  - (a) Beginning with the 2015-2016 fiscal year, each district school board shall use at least 50 percent of the annual allocation for the purchase of digital or electronic instructional materials that align with state standards included on the state-adopted list, except as otherwise authorized in paragraphs (b) and (c).
  - (b) Up to 50 percent of the annual allocation may be used for the purchase of instructional materials, including library and reference books and nonprint materials, not included on the state-adopted list and for the repair and renovation of textbooks and library books.
  - (c) District school boards may use 100 percent of that portion of the annual allocation designated for the purchase of instructional materials for kindergarten, and 75 percent of that portion of the annual allocation designated for the purchase of instructional materials for first grade, to purchase materials not on the state-adopted list.
- (4) The funds described in subsection (3) which district school boards may use to purchase materials not on the state-adopted list shall be used for the purchase of instructional materials or other items having intellectual content which assist in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, replacements for items which were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools as prescribed by district school board rule.
- (5) Each district school board is responsible for the content of all instructional materials used in a classroom, whether purchased through an adoption process or otherwise purchased or made available in the classroom. Each district school board shall adopt rules, and each district school superintendent shall implement procedures, that:
  - (a) Maximize student use of the district-approved instructional materials.
  - (b) Provide a process for public review of, public comment on, and the adoption of instructional materials that satisfies the requirements of s. 1006.283(2)(b)8., 9., and 11.
- (6) District school boards may issue purchase orders subsequent to February 1 in an aggregate amount which does not exceed 20 percent of the current year's allocation, and subsequent to April 1 in an aggregate amount which does not exceed 90 percent of the current year's allocation, for the purpose of expediting the delivery of instructional materials which are to be paid for from the ensuing year's allocation.

## **Excerpt from The 2015 Florida Statutes**

### **1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books. (Continued)**


- (7) In any year in which the total instructional materials allocation for a school district has not been expended or obligated prior to June 30, the district school board shall carry forward the unobligated amount and shall add it to the next year's allocation.
  
- (8) Subsections (3), (4), and (6) do not apply to a district school board or a consortium of school districts that implements an instructional materials program pursuant to s. 1006.283 except that, by the 2015-2016 fiscal year, each district school board shall use at least 50 percent of the annual instructional materials allocation for the purchase of digital or electronic instructional materials that align with state standards adopted by the State Board of Education pursuant to s. 1003.41.



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
PURCHASING**

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**FINANCE TAM:** 2016-033  
**CONTACT:** Vince Windham  
Program Director – Purchasing  
**TELEPHONE:** 833-7668

**TO:** School Principals  
**FROM:** Rita Scallan, Chief Financial Officer   
**DATE:** March 28, 2016  
**SUBJECT:** Textbook Ordering Procedures – Fiscal Year 2016-2017

As schools approach the end of the 2015-2016 school year they must begin planning for the 2016-2017 school year. One of the first steps to prepare for next school year is to order textbooks. Below are the textbook ordering procedures for the 2016-2017 school year:

**GENERAL TEXTBOOK INFORMATION - FLORIDA SCHOOL BOOK DEPOSITORY**

1. Annually, the Florida School Book Depository (FSBD) closes their files on April 1<sup>st</sup> of each year to update and incorporate the list of new textbooks into their files. This process usually takes one to two days.
2. FSBD will begin accepting orders, for fiscal year 2016-2017, after their file update is complete.
3. FSBD publishes an elementary (Grades K-5) and secondary (Grades 6-12) catalog each spring. The catalog lists all Florida state adopted instructional materials programs as well as many non-adopted titles. Both catalogs are provided in PDF file format which may be viewed, printed and downloaded (saved to disk) using Adobe Acrobat Reader. To view the catalogs, click on “View 2016-2017 K-5/6-12 Catalog” on the home page of the FSBD website ([www.fsb.com](http://www.fsb.com)).
4. Schools can enter their order online at FSBD (requires FSBD setup) but must still submit a requisition which will generate a District purchase order that includes the FSBD document number and general description of the items being ordered before the order will be released (see ordering options below).

**ADOPTED TEXTBOOK ORDERING PROCEDURES - FLORIDA SCHOOL BOOK DEPOSITORY**

*After entering your web based textbook order on-line at [www.fsb.com](http://www.fsb.com), use one of the following procedures:*

**AS/400 ON-LINE TEXTBOOK PROCEDURES WHEN USING CURRENT FISCAL YEAR FUNDING (2015-2016)**

1. If your 2016-2017 textbook order is going to be funded from 2015-2016 dollars, type a requisition on-line in the AS/400 system.
2. On screens F804 and F805 complete all of the online requested information related to the online requisition.

3. On screen F804 in the description field:
  - a. Type the **confirmation document number** received when the order was completed and submitted to txt on the FSBD's website. Also include a **general description** of the items being ordered, such as "Reading Textbook Adoption", "Math Workbooks", etc. Please be sure to code the purchase correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional materials appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to object 0510.
  - b. Post the requisition.
4. Purchasing Department will process your order on the next available purchase order run.
5. All AS/400 textbook on-line orders must be posted prior to 2:00 pm for a purchase order to be issued the next day and transmitted to FSBD.

#### **MANUAL TEXTBOOK PROCEDURES WHEN USING NEW FISCAL YEAR FUNDING (2016-2017)**

1. If your 2016-2017 textbook order is going to be funded from 2016-2017 new fiscal year funding, it will require you to type a **manual requisition** containing the same information for screen F804 and F805.
2. In the manual purchase order description field:
  - a. Type the **confirmation document number** received when the order was completed and submitted to txt on the FSBD's website. Also include a **general description** of the items being ordered, such as "Reading Textbook Adoption", "Math Workbooks", etc. Please be sure to code the purchase correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to object 0510.
3. Submit the manual requisition, signed by your Principal, to the Purchasing Department.
4. Purchasing Department will verify your funding, enter your order, and process it.

#### **NON-ADOPTED TEXTBOOK ORDERS AND FLEX ORDERS**

1. All non-adopted textbook orders and Flex funding (**Instructional Materials – Textbooks - Project 3105**) orders can be submitted by preparing a manual requisition and forwarding it to the Purchasing Department, beginning the week immediately preceding the last week of June.
2. If you prefer not to prepare a manual requisition, you may place an AS/400 online order and it will be processed as soon as the Finance files open, typically mid-July.

Should you have any questions or need additional information, please contact the Purchasing Department at 833-7668. The Purchasing Department is available and eager to provide schools assistance in processing their textbook orders.

#### **NOTE:**

**AFTER JULY 1<sup>ST</sup>, ALL REQUISITIONS SHOULD BE ENTERED ON-LINE IN THE AS/400 ONCE THE FINANCE FILES ARE OPENED FOR NORMAL PROCESSING OF REQUISITIONS.**

cc: School Bookkeepers