

IMA Instructional Material Disbursements Request & Approval Form

Part I: A: To be completed by the principal, coordinator or director requesting the materials. B: Check with Purchasing Dept. if the vendor is an Approved MISD Vendor. C: Please send the completed form and the quote (Not an Invoice) to the appropriate Curriculum Coordinator.

Name: Principal/Coordinator/Director:

School/Department:

Required information for approval: (one form per Title/ISBN)

New Request: Yes No Disbursement Transaction Type: (For technology fill out Part II only)

Disbursement Category: State Adopted: Yes No

Grade Level: Title of Textbook:

Publisher: ISBN:

Condition: Course #:

Course Name: Subject:

Approved Vendor: Language:

of Students Served: Copyright Year:

Media Type: TEKS %:

Quantity: Material Type: Campus/es:

Unit Price: Shipping Cost: Total Amount:

Part II: Technological Equipment/Technology

Services Equipment Disbursement Category: Product Description:

Grade Level: # of Students Served:

Primary Use: Assistive Technology:

Manufacturer: Quantity:

Unit Price: Total Amount:

Technology Services: Vendor:

Approved Vendor: Date of Service:

Service Description: Service Audience:

Comments:

Requested By: Campus/Person

Date: