

## IMA Instructional Materials Disbursements Request & Approval Form

**A:** To be completed by the principal, coordinator or director requesting 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.**

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**Name: Principal/Coordinator/Director:**

**School/Department:**

**New Request:** Yes  No

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

**Disbursement Category:**

**Disbursement Transaction Type:**

**Grade Level:**

(For technology fill out Part 2)

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**Publisher:**

**Course name:**

**Description:**

**Course #:**

**State Adopted:** Yes  No

**Material Type:**

**Condition:**

**# of Student served:**

**Title of Textbook:**

**Copyright Year:**

**ISBN:**

**Media Format:**

**Language:**

**TEKS %:**

**Subject:**

**Quantity:**

**Approved Vendor:**

**Unit Price:**

**Shipping Cost:**

**Total Amount:**

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**Comments:**

**Requested By:**

**Date:**