

Salary Disbursement Request Instructions

School districts and charter schools may use their instructional materials allotment (IMA) to pay for the salary or appropriate portion of the salary of an employee who provides technical support for the use of technological equipment directly involved in student learning (Texas Education Code [§31.0211](#) and Texas Administrative Code [§66.1307](#)).

IMA disbursement requests for salaries are accepted three (3) times each year. Districts and charter schools are responsible for submitting the three disbursement requests and indicating the pay period on each submission.

Salary disbursement requests should be submitted following the schedule below:

- November 30 for September, October, November
- February 28 for December, January, February
- May 31 or end-of-contract date for the remaining months.

Disbursements of IMA funds for salaries will always be provided as reimbursements to the district's payroll account.

Please contact the Instructional Materials Division at the Texas Education Agency with any questions regarding this process.

(512) 463-9601

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