PREWORK FORM

Texas Education Agency

EMAT Disbursement

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EMAT Disbursement Prework Form Overview

This document is an **optional planning tool** designed to support local school systems in gathering the necessary information to successfully submit a disbursement request in EMAT.

Completing EMAT prework helps ensure:

- All required fields in a disbursement request are **complete and accurate**.
- **Common errors are avoided** (e.g., missing grade splits, incomplete titles, freight documentation issues).
- Disbursement requests are **submitted quickly and easily** in EMAT.

The following are the different types of disbursements in EMAT:

- Instructional Materials
- Technological Equipment
- Technology Services
    - Professional Development
    - Contracted Services
    - Freight-Only

Rejected Instructional Materials Notice

Beginning in the 2026–27 school year, local school systems may not locally adopt, use, or spend any funds to procure materials placed on the List of SBOE-Rejected Instructional Materials (TEC, §§31.024 and 31.106).

Additional Help and Support

Visit Procure Instructional Materials in EMAT or submit a Help Desk Ticket.

Instructional Materials Disbursement

General Guidance

Instructional Materials are any materials used to convey the essential knowledge and skills of a subject, including, but not limited to, lesson plans, textbooks, student materials, and online learning supports. Instructional Materials and Technology Allotment (IMTA) funds can be used to purchase state-adopted and State Board of Education (SBOE)-approved instructional materials as well as non-adopted or non-approved materials via disbursement requests.

Disbursement requests should be as specific and clear as possible. Ensure product titles are exact (without abbreviations), and if multiple grade-level licenses are being purchased, each grade should be listed as a separate line item.

Unsure if an instructional material is allowable? Review Allowable and Non-Allowable Expenses and/or submit an Allotment Disbursement Request Form for guidance.

The following information includes the fields presented in an instructional materials disbursement request and related guidance. Use the spaces provided to take notes and prepare to successfully fill out a disbursement request.

Visit Disbursements in EMAT for additional guidance.

Publisher

Enter the full name of the publisher.

Additional Information

This field is optional. If needed, include package details, overage information, or other details related to the purchase.

State Adopted (Yes/No)

Have the instructional materials been adopted/approved by the State Board of Education (SBOE)? Select Yes or No.

☐ Yes

☐ No

Condition (New/Used)

Have the instructional materials been adopted/approved by the State Board of Education (SBOE)? Select Yes or No.

☐ New

☐ Used

Product Title

The exact product title of the instructional materials should be listed; spell out every word and do NOT include any abbreviations or acronyms.

This field is **where the most errors occur** in disbursement requests. Abbreviations and acronyms should be **avoided completely**, even if they are included in an invoice. TEA employees reviewing the disbursement request should be able to read this title field and know exactly what is being purchased.

ISBN

Enter the ISBN **without** hyphens or dashes. If no ISBN exists, enter N/A.

Language

What language are the instructional materials in?

☐ English
☐ Spanish
☐ Other

Subject

What is the subject that best fits the instructional materials (as listed in EMAT)? If the instructional materials cover several subject areas, select the most relevant subject area.

Course Name

Enter PEIMS course name (e.g., Algebra I).

Material Type

Are the instructional materials intended for student or teacher use? Select student or teacher.

☐ Student
☐ Teacher

Grade Level

Select the grade level the instructional materials will be used for; be as specific as possible. If it is multiple grade levels, choose the most inclusive option.

Number of Students Served

Enter the number of students that will be served through the instructional materials purchase.

For approval, this field CANNOT be zero. Teacher editions of instructional materials should include the number of students that the teacher(s) instruct in this field.

Copyright Year

Enter copyright year of the instructional materials.

Media Format

What format are the instructional materials? Select one of the following numbers.

☐ 0: None
☐ 14: Print
☐ 15: Print with Digital Components
☐ 16: Electronic
☐ 17: Electronic with Print Components
☐ 9: Online

TEKS Percentage

What percentage of the Texas Essential Knowledge and Skills (TEKS) do the instructional materials cover? This number can be between 0% and 100%.

Quantity Purchased

Enter the number of instructional materials purchased.

Unit Price (USD)

Enter the price of each unit.

Extended Amount

The extended amount will be auto populated in EMAT based on the quantity and unit price entered.

Technological Equipment Disbursement

General Guidance

Technological Equipment refers to any technology used to support the implementation of instructional materials and student learning. There are several different categories of technology equipment disbursement requests, including calculators, desktops, eBook readers, equipment support*, laptops, MP3 players, response systems, shipping costs, tablets, and touch boards.

Disbursement requests should be as specific and clear as possible.

The following information includes the fields presented in a technological equipment disbursement request and related guidance. Use the spaces provided to take notes and prepare to successfully fill out a disbursement request.

Visit Disbursements in EMAT for additional guidance.

Select Category (check all that apply):

☐ Calculators

☐ Desktops

☐ eBook Readers

☐ Equipment Support

☐ Laptops

☐ MP3 Players

☐ Response Systems

☐ Tablets

☐ Touch Board

Product Description

Enter a detailed description of the technological equipment being purchased (include features, specs, purpose, etc.).

Grade Level

Click the magnifying glass in EMAT to choose the grade level of the students using this product.

Number of Students Served

Enter the number of students that will be served through this technological equipment purchase.

For approval, this field CANNOT be zero.

Primary Use (Subject Area)

What is the primary subject area of the equipment (Math, Reading/English Language Arts (ELA), Science, Social Studies, etc.)?

Manufacturer/Vendor

Enter the name of the manufacturer or the company the product is purchased from.

Assistive Technology (Yes/No)

Does the equipment have assistive technology? Select yes or no.

☐ Yes

☐ No

Quantity

Enter the quantity of technological equipment purchased.

Unit Price (USD)

Enter the price of each unit.

Extended Amount

The extended amount will be auto populated in EMAT based on the quantity and unit price entered.

Technology Services Disbursement

General Guidance

Technology Services refers to any service used to support the implementation of instructional materials and student learning. There are three categories of technology services disbursement requests: contracted services, professional development, and salary.

Disbursement requests should be as specific and clear as possible.

The following information includes the fields presented in a technology services disbursement request and related guidance. Use the spaces provided to take notes and prepare to successfully fill out a disbursement request.

Visit Disbursements in EMAT for additional guidance.

Professional Development | Technology Services Disbursement

IMTA funds may be used for professional development by a publisher or vendor for specific instructional materials or technological equipment. IMTA funds **may not** be used for general school professional development or for costs related to travel or lodging.

IMTA funds may be used to cover the cost of registration fees for the Instructional Materials Coordinators' Association of Texas (IMCAT) conferences.

Vendor
Enter the exact name of the vendor or publisher providing professional development.

Service Description
Enter a detailed description of the service being provided, including:

1) the type of professional development (in-person, webinar, etc.),
2) the title of the specific product the professional development is for, and
3) the Transaction ID of the other disbursement that lists the associated product.

Service Audience

Enter the service audience from the dropdown menu. Options include administrators, staff/other, students, or teachers.

Quantity

Enter the quantity of professional development purchased.

Unit Price (USD)

Enter the price of each unit.

Extended Amount

The extended amount will be auto populated in EMAT based on the quantity and unit price entered.

Contracted Services

Contracted Services include tools such as learning management systems, internet filtering services, rostering services, single-sign systems, and printing services.

Vendor

Enter the exact name of the vendor that is providing the service.

Service Description

Enter a detailed description of the service being provided, including:

1. the type of service,
2. name of the related instructional material/product, and/or
3. the Transaction ID of the other disbursement that lists the associated instructional material/product.

Service Audience
Enter the service audience from the dropdown menu. Options include administrators, staff/other, students, or teachers.

Quantity
Enter the quantity of contracted services purchased.

Unit Price (USD)
Enter the price of each unit.

Extended Amount
The extended amount will be auto populated in EMAT based on the quantity and unit price entered.

Salary | Technology Services Disbursement

IMTA funds may be used to pay the salary and other expenses of an employee who provides technical support for the use of technological equipment directly involved in student learning (TEC §31.0211 and TAC §66.1307). IMTA funds cannot be used to pay for the salary of a classroom teacher, testing coordinator, or instructional materials coordinator.

All new salary requests must be pre-approved by TEA before submitting a disbursement request. Please submit the Allotment Disbursement Request form for each requested salary reimbursement.

To use IMTA funds for the salary or appropriate portion of the salary of an employee who meets the criteria, local school systems must submit a disbursement request through EMAT and indicate the pay period on each submission. Salary disbursements are provided as reimbursements to the district's payroll account; TEA cannot approve salary requests for future dates.

It is recommended to submit salary reimbursement requests in a quarterly cadence, in alignment with a school system's payroll schedule. As an example, for a traditional 10-month employee salary reimbursement, a school system would submit three disbursement requests in EMAT throughout the year:

- The first disbursement request would be submitted **after November 30** for reimbursement of salary payments in September, October, and November.
- The second disbursement request would be submitted **after February 28** for reimbursement of salary payments in December, January, and February.
- The third disbursement request would be submitted **after May 31** or the end-of-contract date for reimbursement of salary payments from the remaining contract months.

Dates of Service

Enter the service date range using a MM/DD/YYYY format. Example: 09/01/2025–11/30/2025.

Service Description

Enter the approved job title of the employee and briefly describe the role. The employee's name may also be added to the end of the description but is not required. Example: Computer Lab Technician provides technical support for student laptops and equipment (John Smith).

Service Audience

Enter the service audience from the dropdown menu in EMAT. Options include administrators, staff/other, students, or teachers.

Quantity

Enter quantity (hours, units, or approved measure) for the specified date range.

Unit Price (USD)

Enter unit price or hourly rate.

Extended Amount

The extended amount will be auto populated based on the quantity and unit price entered.

Freight Disbursement

General Guidance

Freight is the shipping fee typically associated with purchasing physical instructional materials or technology. Freight or shipping costs related to requisitions and disbursements made in EMAT do not come out of a local school system's IMTA funds, according to state legislation.

The following information includes the fields presented in a freight disbursement request and related guidance. Use the spaces provided to take notes and prepare to successfully fill out a disbursement request.

Visit Freight Funding Process for additional guidance.

Long Description

Enter the publisher's name and transaction ID from the original disbursement or requisition request where the instructional materials were purchased. Use the following templates in this field.

- Template for Freight from a Requisition:
  - **Publisher: ________, Requisition ID: 0000XXXXXX**
  - The requisition ID is in the original request that contains the instructional materials purchased. Go to the district start page and find the EMAT Requisition List. Then, identify the requisition ID associated with the freight funds being requested.

- Template for Freight from a Disbursement:
  - **Publisher: ________, Transaction ID: D000XXXXX**
  - The transaction ID can be found in the original disbursement request that contains the instructional materials purchased. Go to the district start page and click on the allotment disbursement link. Then, find the transaction ID associated with the freight funds being requested.

Quantity

Enter 1.00 (set).

Unit Price (USD)

Enter the unit cost of the freight.

Extended Amount

The extended amount will be auto populated based on the quantity and unit price entered.