



Successful Requisitions and Disbursement Requests

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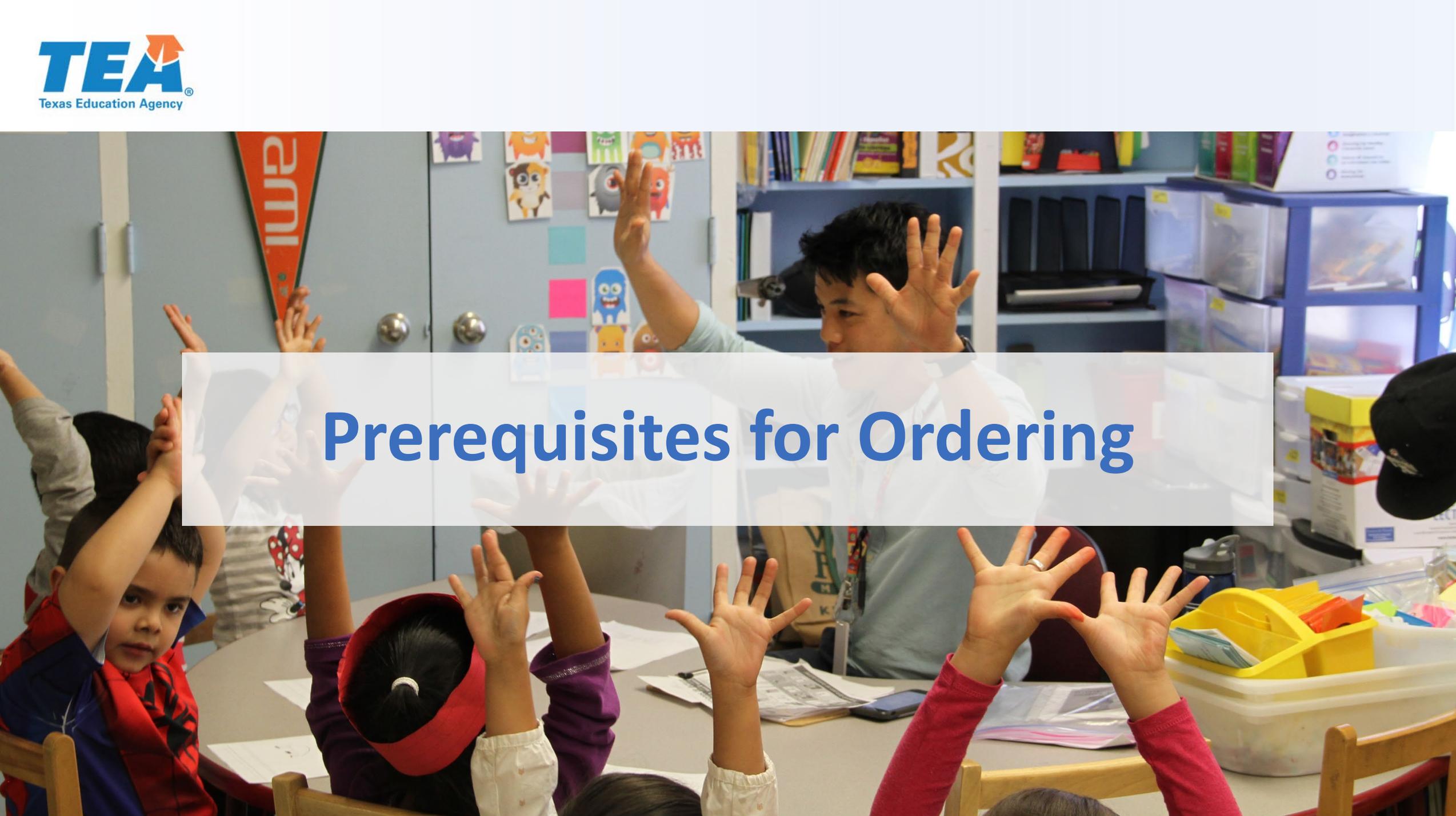
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1. Prerequisites for Ordering
2. Ordering State-Adopted Materials in EMAT: Requisitions
3. Requesting Allotment Funds in EMAT: Disbursements
4. Freight
5. Additional Information

- Biennial funding was received in September 2019.
- The next allotment will be available September 2021.

A photograph of a classroom scene. A male teacher in a light blue shirt is seated at a table, looking towards the left with his hands raised. Several young students are also seated at the table, with their hands raised in the air. The background shows blue storage shelves filled with books and supplies, and a wall decorated with colorful children's drawings and a red pennant that says '2nd'. A white semi-transparent banner is overlaid across the center of the image.

Prerequisites for Ordering

Prerequisites for Ordering

- Obtain EMAT ordering access.
- Submit your signed *Allotment and TEKS Certification Form*.
- Update your district's summer shipping dates:
 - Enter three different date ranges that do not overlap.
 - Click save.
- Confirm the accuracy of contacts and addresses.

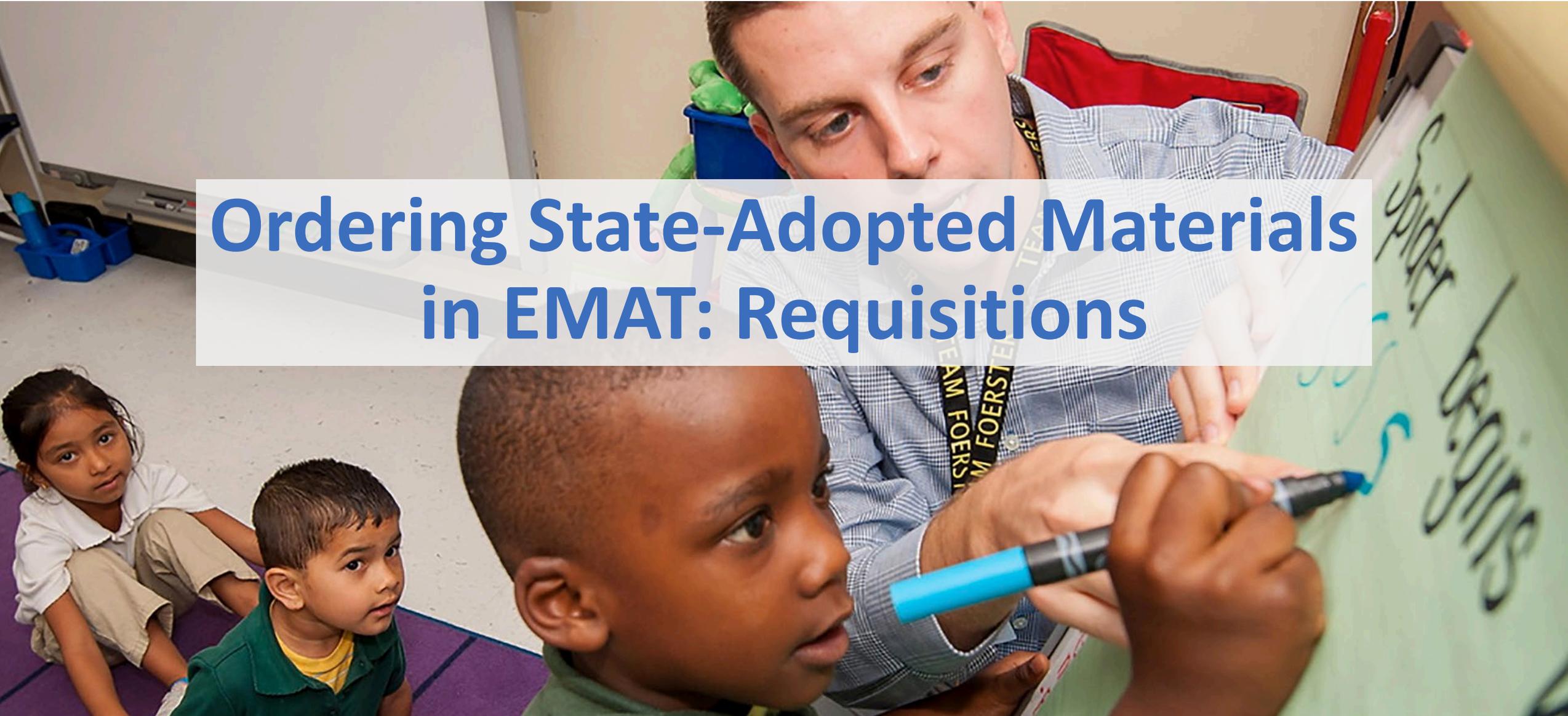
EMAT Access Reminders

Districts are allowed two staff members with *District Staff View Only Access* and two staff members with *EMAT Ordering Access*.

Include the name of the staff member being replaced in the comments box when applying for access.

Check with or remind your superintendent to make sure that he/she has approved your request to TEA.

Ordering State-Adopted Materials in EMAT: Requisitions



Requisition Process

A local education agency (LEA) submits a requisition for state-adopted materials.



Funds are deducted from the LEA's allotment in EMAT.



TEA reviews the requisition.



If approved, TEA sends the order to the publisher.



The publisher fulfills the order, and TEA pays the publisher.

Program—EMAT

Combines new and continuing adoptions requisitions for all state-adopted programs

Component—EMAT

Includes individual items from *Proclamation 2017* through *Proclamation 2019*

Requisition Request Status

In Progress

The requisition has been saved or reopened but not submitted.

Submitted

The requisition has been submitted to TEA for approval.

Approved

The requisition has been approved by TEA and sent to the publisher for processing.

Component Requisitions

Creating a Component Requisition in EMAT

*Select a School Year District/Charter

District Allotment Information

Allotment & TEKS Certification form was received.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2019-2020

Remaining Allotment: 42K Available Allotment: 120K

EMAT

- [EMAT Inventory Browser Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Des](#)
- [Allotment & TEKS Certifica](#)

AIM

- [AIM Inventory Browser Reports](#)
- [Report Lost/Damaged/Des](#)

Show Announcements Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment-Component Requisition	Create New Requisition
NEXT		Allotment-Program Requisition	Create New Requisition

AIM Requisition List		
Requisition ID	Last Updated	Requisition Ty
NEXT		AIM - Audio Requisition
NEXT		AIM - Braille Requisition
NEXT		AIM - Digital Materials

Click *Create New Requisition.*

Creating a Component Requisition in EMAT



Component Requisition

		District Type	Independent School District	Region
2018-2019	Requisition ID	NEXT	Requisition Status	In Progress
	\$0.00	<input type="button" value="Save Work"/>		Available Balance
g Transactions		Go back to Start Page Allotment		Total Balance

Select *Component Requisition*.

Creating a Component Requisition in EMAT

Select the grade level of the component you would like to order.

- Elementary LOTE is located in 1st grade.
- Middle school LOTE is located in 6th grade.

Requisition Summary | **Component Requisition**

Allotment-Component Requisition

County District	School Year	Requisition ID	District Type
	2018-2019	NEXT	R

This Requisition \$0.00 [Save Work](#)

Total From Pending Transactions \$0.00 [Go back to Start Page Allotment](#)

Requisition Detail

Details | Other

	Grade Lvl	MLC	Parent ISBN
1	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> 1st Grade 6th Grade 7th Grade High School - LOTE High School - Math High School - Other High School - Soc Studies </div>		

Creating a Component Requisition in EMAT

Requisition Summary | **Component Requisition**

Allotment-Component Requisition

County District		District Type	Independent School District
School Year	2018-2019	Requisition ID	NEXT
		Requisition Status	In Progr
This Requisition	\$0.00	Save Work	Available Balance
Total From Pending Transactions	\$0.00	Go back to Start Page Allotment	Total Balance

Requisition Detail

Details		Other			
	Grade Lvl	MLC	Parent ISBN		
1	+ - High School - LOTE	<input type="text"/> 	<input type="text"/> 		<input type="text"/>

Look Up MLC

Grade Lvl High School - LOTE
 MLC begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-29 of 29 Last

MLC	Description
94C1	Chinese, Level I, High School
94C2	Chinese, Level II, High School
94C3	Chinese, Level III, High School
94C4	CHINESE, LEVEL IV, HIGH SCHOOL
94C5	CHINESE, LEVEL V, HIGH SCHOOL
94C6	CHINESE, LEVEL VI, HIGH SCHOOL
94C7	CHINESE, LEVEL VII, HIGH SCHOOL
94F1	French, Level I, High School
94F2	French, Level II, High School

Click on the magnifying glass to select the MLC of the component.

Creating a Component Requisition in EMAT

Requisition Summary | **Component Requisition**

Allotment-Component Requisition

County District		District Type	Independent School
School Year	2018-2019	Requisition ID	NEXT
This Requisition	\$0.00	Save Work	
Total From Pending Transactions	\$0.00	Go back to Start Page Allotment	

Requisition Detail

Details				Other			
		Grade Lvl	MLC	Parent ISBN			
1	+	-	High School - LOTE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Look Up Parent ISBN

[Cancel](#)

Search Results

View 100

Grade Lvl	MLC	ISBN	Item ID	
HS - LOTE	94S1	9780076706907-8YR	000000000000120277	TEXAS ¡Así se dice! LEVEL 1 ONLINE STU
HS - LOTE	94S1	9780076757688-1YR	000000000000121010	TEXAS ¡Así se dice! LEVEL 1 ONLINE STU
HS - LOTE	94S1	9780076757695-4YR	000000000000120151	TEXAS ¡Así se dice! LEVEL 1 ONLINE STU
HS - LOTE	94S1	9780079051714	000000000000118898	TEXAS ¡Así se dice! LEVEL 1 STUDENT S
HS - LOTE	94S1	9780079051721	000000000000130527	TEXAS ¡Así se dice! Level I, Student Suite
HS - LOTE	94S1	9780079053237	000000000000130525	TEXAS ¡Así se dice! Level I, Online Studen
HS - LOTE	94S1	9780328911943	000000000000118367	Autentico 1 - Texas Student Edition (Print)
HS - LOTE	94S1	9780328912087	000000000000118965	Autentico 1 - Texas Digital Courseware (thr
HS - LOTE	94S1	9780328951185	000000000000120068	Autentico 1 - Texas Digital Courseware (thr
HS - LOTE	94S1	9780328951239	000000000000120798	Autentico 1 - Texas Digital Courseware (thr
HS - LOTE	94S1	9780328951284	000000000000119678	Autentico 1 - Texas Digital Courseware (thr
HS - LOTE	94S1	9780821992579	000000000000121154	Que chevere! Level 1 Multiplatform eBook (
HS - LOTE	94S1	9780821992623	000000000000120772	Que chevere! Level 1 Passport (Through S
HS - LOTE	94S1	9780821992746	000000000000119141	Que chevere! Level 1 Multiplatform eBook

Click on the magnifying glass to select the *Parent ISBN* of the component.

Creating a Component Requisition in EMAT

Requisition Detail										
Details			Other							
			Grade Lvl		MLC		Parent ISBN			
1	+	-	High School - LOTE	▼	94S1	🔍	9780076757695-4YR	x	🔍	

Click on the item detail icon to show the details of the ISBN.

Additional information is displayed on the *Item Details* page.

Item Details

Description

Item Class Program ISBN 9780076757695-4YR Item ID 000000000000120151
Title TEXAS ¡Así se dice! LEVEL 1 ONLINE STUDENT CENTER (FOUR-YEAR SUBSCRIPTION)
 Author SCHMITT Copyright 2018 Edition 1
Comments INCLUDES LEVEL 1 DIGITAL STUDENT EDITION-LEVEL 1 TEACHER ITEM PROVIDED PER 65:1 STUDENT/TEACHER.
 System Requirements COMPUTER-WINDOWS 7 OR MAC OS X 10.9, ADOBE FLASH PLAYER 16.0.0, ADOBE AIR 17.0, JAVA 1.6.0.31, SCREEN RES 1024X768

Item Attributes

EMAT Type SBOE Adopted Population Basis Student Consumable **Ratio 65:1**
 Class Type Student Language English

EMAT Item Attribute

Media Format Online Order Delivery Option Depository
 Aid Type No Aid Student served as per design 0
 Physical Inventory Surplus Only Surplus Usage Waiver Allowed Generates Textbook Credits

Vendor Information

Contract Vendor 85 McGraw-Hill School Division(Contract Vendor)
 Order Vendor 1800885860 McGraw-Hill Companies
 Payee Vendor 1800885860 MCGRAW-HILL SCHOOL EDUCATION LLC Location 000

Multiple List Codes [Download To Excel](#)

MLC	Description	Status	Mid Cycle	Mid Cycle Proclamation Year	Proclamation Year	Max Price payable by TEA	Standard Price	Estimated Per Unit Textbook Credit	TEKS %
94S1	Spanish, Level I, High School	Active	N		2017	\$0.00	\$60.00	\$0.00	100.000
64S1	Spanish, Level I, Middle School	Active	N		2017	\$0.00	\$60.00	\$0.00	100.000

Creating a Component Requisition in EMAT

Requisition Summary | **Component Requisition**

Allotment-Component Requisition

County District	District Type	Independent School District	Region
School Year	2019-2020	Requisition ID	NEXT
Requisition Status	In Progress	Available Balance	Total Balance
This Requisition	\$0.00	Save Work	
Total From Pending Transactions	\$0.00	Go back to Start Page Allotment	

Requisition Detail

Details | Other | 

	Grade Lvl	MLC	Parent ISBN	*ISBN
1	High School - LOTE	94S1	9780076757695-4YR	<input type="text"/>

Look Up ISBN

Parent ISBN: 9780076757695-4YR

ISBN: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100

ISBN	Long Description
9780076757411	TEXAS ¡Así se dice! LEVEL 1 ONLINE TEACHER
9780076757695	TEXAS ¡Así se dice! LEVEL 1 ONLINE STUDENT

Click on the magnifying glass to select the *ISBN* of the component you want to order.

Creating a Component Requisition in EMAT

2019-2020	Requisition ID	NEXT	Requisition Status	In Progress
	\$0.00	Save Work	Available Balance	\$67,303.64
Transactions	\$0.00	Go back to Start Page Allotment	Total Balance	\$67,303.64

Lvl	MLC	Parent ISBN	*ISBN	Component Title
School - LOTE 	94S1 	9780076757695-4YR 	9780076757695 	 TEXAS ¡Así se dice! LEVEL 1 ONLINE STUDENT CENTER (FOUR-YEAR SUBSCRIPTION)

Click on the black diagonal arrow icon to view *Component Details*.

Creating a Component Requisition in EMAT

20	Requisition ID	NEXT	Requisition Status	In Progress
	\$0.00	Save Work	Available Balance	\$67,31
actions	\$0.00	Go back to Start Page Allotment	Total Balance	\$67,31

MLC	Parent ISBN	*ISBN	Component Title	Student Req Qty	Teacher Req Qty	Standard
LOTE <input type="checkbox"/>	94S1 <input type="text"/>	9780076757695-4YR <input type="text"/>	9780076757695 <input type="text"/>	TEXAS ¡Así se dice! LEVEL 1 ONLINE STUDENT CENTER (FOUR-YEAR SUBSCRIPTION)	<input type="text"/>	

Enter the quantity needed in either the *Student Req Qty* or *Teacher Req Qty* field.

Creating a Component Requisition in EMAT

Available Balance

Total Balance

							Find  1 of 1
	*ISBN	Component Title	Student Req Qty	Teacher Req Qty	Standard Price	Extended Amount	
	<input type="text" value="9780076757695"/> 	TEXAS ¡Así se dice! LEVEL 1 ONLINE STUDENT CENTER (FOUR-YEAR SUBSCRIPTION)	<input type="text" value="2"/>		60.00	120.00	

Once a quantity is entered, an extended amount will generate.

Creating a Component Requisition in EMAT

- To add an additional row, select the + sign.
- Click *Save Work*.

Requisition Summary

Component Requisition

Allotment-Component Requisition

County District		District Type	Independent S
School Year	2019-2020	Requisition ID	NEXT

This Requisition \$0.00

Total From Pending Transactions \$0.00

Save Work

[Go back to Start Page Allotment](#)

Requisition Detail

Details

Other

▶

		Grade Lvl	MLC	Parent ISBN
1	<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; display: inline-block; margin-right: 5px;">+</div> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; display: inline-block; margin-right: 5px;">-</div>	High School - LOTE ▼	94S1	9780076757695-4YR

Submitting a Component Requisition in EMAT

Requisition Summary Component Requisition

Allotment-Component Requisition

County District	District Type	Independent School District	Region
2018-2019	2018-2019	2018-2019	Business Unit

School Year	Requisition ID	Requisition Status	In Progress
2018-2019	\$148.62	In Progress	

[Save Work](#)
[Go back to Start Page Allotment](#)
Available Balance \$70,604.19
Total Balance \$70,604.19

Select a Delivery Address

Delivery Address

EMAT Delivery Point

Requisition Information

Last Updated By

Select a Ship Date

Shipping Date

View/Print Options

[View/Print Requisition Summary](#)

[View/Print Order List](#)

Financial Information

Total TEA Paid to Publisher(s)	\$148.62
Total TEA Paid to District	\$0.00

To submit this requisition, enter your orders on the grade level tabs above, select a delivery address and a shipment date, and click "Submit to TEA." The requisition will be processed after TEA approval.

To save the requisition without submitting, click "Save Work." You can complete and submit the requisition at a later time.

To cancel the requisition, click "Cancel Requisition." Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

[Submit To TEA](#)
[Cancel Requisition](#)

- Click on the *Requisition Summary* tab.
- Click *View/Print Requisition Summary* to view the summary.
- Click *Submit to TEA* to submit the order.

Program Requisitions

Program Requisition

Select
*Program
Requisition.*

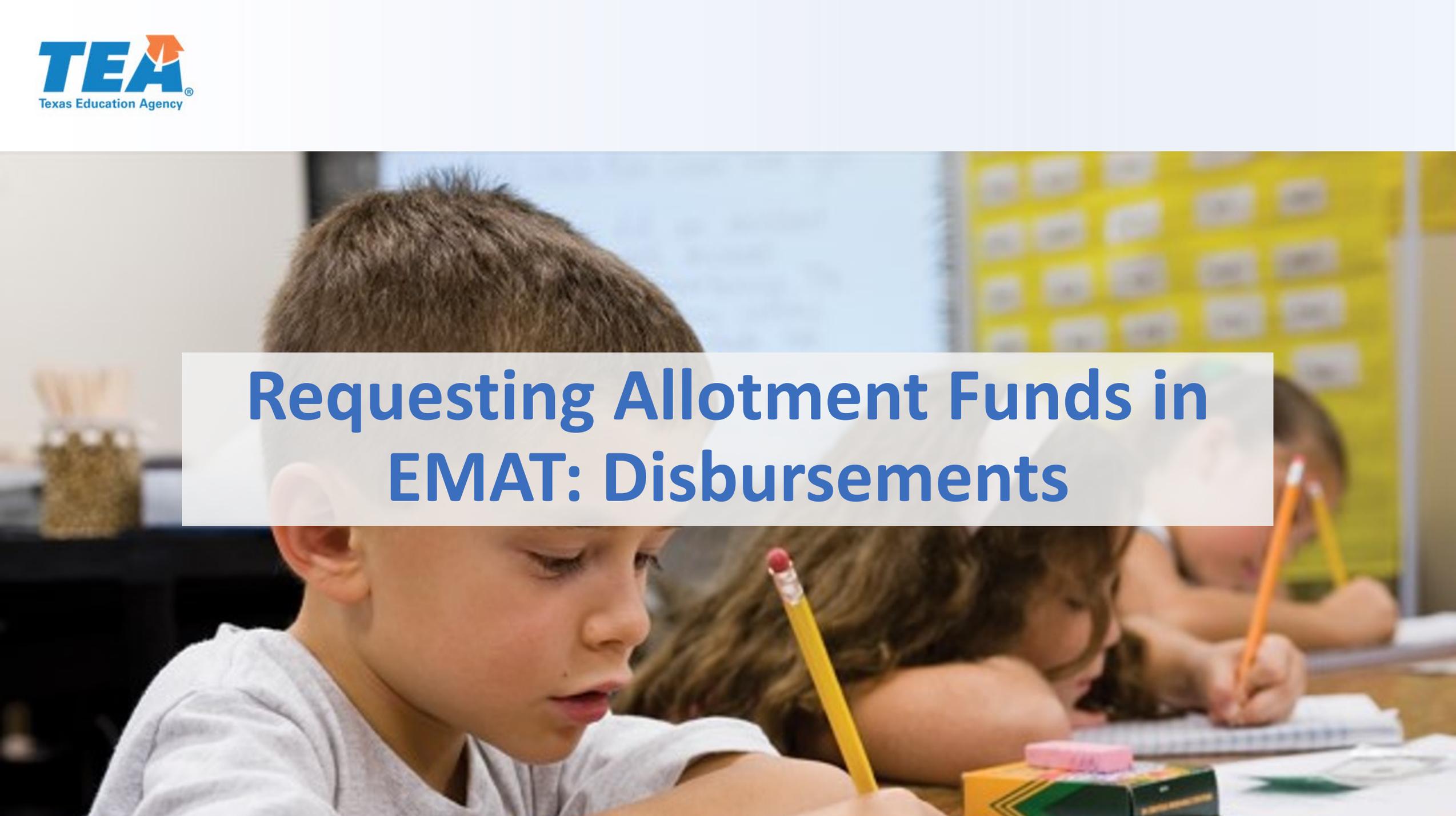
Select the
grade level.

Click the
magnifying
glass to
select the
MLC.

Click the
magnifying
glass to
select the
ISBN.

Enter the
quantity
needed.

Click *Save
Work,*
and then
*Submit to
TEA.*

A young boy with short brown hair is shown in profile, focused on writing with a yellow pencil on a piece of paper. He is wearing a light grey t-shirt. In the background, other students are visible, also working at their desks. A yellow bulletin board with various papers is on the wall behind them. The scene is set in a classroom.

Requesting Allotment Funds in EMAT: Disbursements

Disbursement Request Process

An LEA submits a disbursement request.

Funds are deducted from the LEA's allotment in EMAT.

TEA reviews the request and contacts the LEA for additional information, if needed.

If approved, TEA sends the funds to the LEA.

The LEA orders directly from the vendor and pays the vendor directly.

Disbursement Request Types

Instructional
Materials

Technological
Equipment

Technology
Services

Disbursement Request Status

In Progress

The disbursement request has been saved or reopened, but not submitted.

Submitted

The disbursement request has been submitted to TEA for approval.

Approved

The disbursement request has been approved by TEA. The funds will be sent to the LEA 7–10 business days after approval.

Allowable Expenses

Specifically Allowable

Instructional materials (of any sort, both adopted and non-adopted)

Technological equipment that contributes to student learning

Training staff in the use of either of the above

Providing access to technological equipment for instructional use

Salary or other expenses of an employee who provides technical support for the use of equipment directly involved in student learning

Activities related to the local review and adoption of instructional materials

Inventory software or systems for storing, managing, and accessing instructional materials* ([HB 396 86th TX Legislature](#))

Software for analyzing the use and effectiveness of the instructional materials* ([HB 396 86th TX Legislature](#))

Non-Allowable Expenses

Specifically Prohibited

Services for installation

The physical conduit that transmits data such as cabling, wiring, or electricity

Office and school supplies

Travel expenses

Items that are not directly related to student instruction such as furniture, athletic equipment, extension cords, temporary contractors, or video surveillance equipment

Equipment used for moving or storing instructional materials*

Changes and Reminders for Allowable Expenses

Online Tuition

Based on the definition of instructional materials, online tuition is allowable.

Learning Management Systems

The portion of a learning management system (LMS) that is used to provide access to or analyze the use and effectiveness of instructional materials is allowable. Districts determine the allowable percentage.

Single Sign-On Services

The portion of single sign-on (SSO) services that is used to provide access to instructional materials is allowable. Districts determine the allowable percentage.

Changes and Reminders for Allowable Expenses

Student Information Systems

The portion of a student information system (SIS) that is used to analyze the use and effectiveness of instructional materials is allowable. Districts determine the allowable percentage.

Training

Training educational personnel directly involved in student learning in the appropriate use of instructional materials is allowable. General professional development is not allowable.

Conference/Registration Fees

Registration fees for conferences other than IMCAT conferences are not allowable.

Creating Disbursement Requests

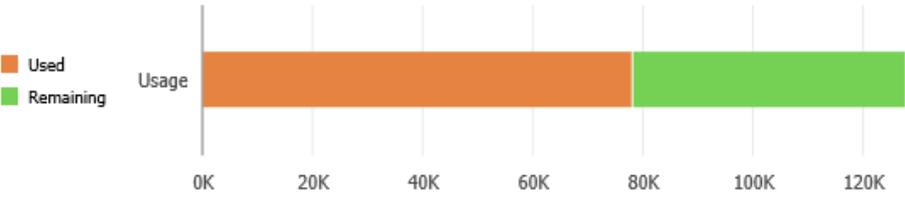
*Select a School Year 2019-2020 District/Charter

District Allotment Information

Allotment & TEKS Certification form was received

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2019-2020



Remaining Allotment: **Available Allotment:**

EMAT

- [EMAT Inventory Browser Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Des](#)
- [Allotment & TEKS Certifica](#)

AIM

- [AIM Inventory Browser Reports](#)
- [Report Lost/Damaged/Des](#)

Show Announcements Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment-Component Requisition	Create New Requisition
NEXT		Allotment-Program Requisition	Create New Requisition

AIM Requisition List		
Requisition ID	Last Updated	Requisition Ty
NEXT		AIM - Audio Requisition
NEXT		AIM - Braille Requisition
NEXT		AIM - Digital Materials

Click *Allotment Disbursement*.

Creating Disbursement Requests

Disbursements

Completed Disbursements

Pending Disbursements \$0.00

Total Remaining Balance

Available Remaining Balance

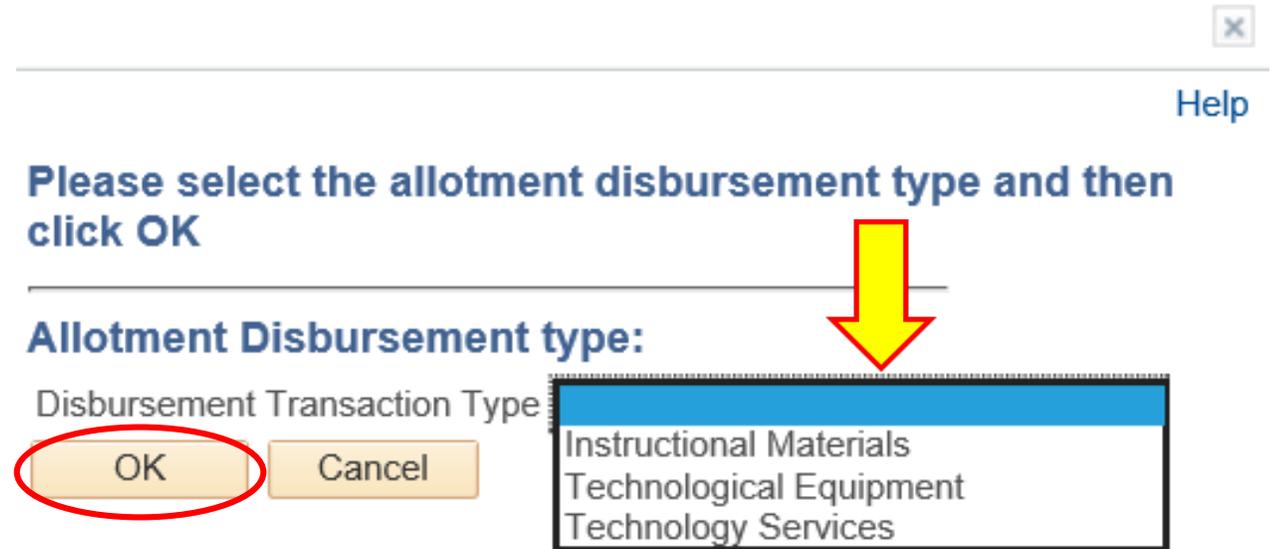
Click the "NEXT" link below to create a new Allotment Disbursement Request.

Personalize Find  						
First  1-17 of 17  Last						
	School Year	Transaction ID	Transaction Amount	Transaction Date	Disbursement Type	Status
1	2018-2019	NEXT			Create New Disbursement	

Click *NEXT*.

Creating Disbursement Requests

- Select an allotment disbursement type.
- Click *OK*.



The screenshot shows a software dialog box with a close button (X) in the top right corner and a "Help" link. The main text reads: "Please select the allotment disbursement type and then click OK". Below this is a label "Allotment Disbursement type:" followed by a dropdown menu. The dropdown menu is open, showing three options: "Instructional Materials", "Technological Equipment", and "Technology Services". A large yellow arrow points down to the dropdown menu. Below the dropdown are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

Creating Disbursement Requests

Transaction ID: NEXT

Transaction Status: In Progress

This Disbursement:

\$0.00

[Save Work](#)

Total Balance:

Total from pending transactions:

\$0.00

[Go back to Allotment Summary](#)

Available Balance:

Allotment Disbursement Information

Last User to Update

Certified By

Certifier Phone

View/Print Options

[View/Print Disbursement Summary](#)

Disbursement Lines

Find

First



1 of 1



Last

Disbursement Category

Click the magnifying glass to choose a disbursement category.

Creating Disbursement Requests

Once you've selected a disbursement category, a new row will appear.

Choose from the options provided by drop-down menus and magnifying glasses.

All other fields are open so you can enter text as needed.

Carefully check disbursement requests before submitting.

Instructional Materials Disbursement Requests

Instructional Materials Disbursement Request Fields

Allotment Disbursement Information		View/Print Options	
Last User to Update		View/Print Disbursement Summary	
Certified By			
Certifier Phone			

Disbursement Lines			
Disbursement Category <input type="text" value="SUP"/> Instructional Materials + -			
*Publisher	Description	State Adopted	Condition
1		▼	▼

Description—Additional information including

- Package information (8-year print + 8-year digital)
- Overage information (Overage, D000087654, \$490)
- Quantities for items with the same price (1st grade 20, 2nd grade 30, etc.) **Quantity = 50, Unit Price = \$24.95**

Title—Title of the material

- Example: *Texas Journeys* instead of Reading Gr. 1
- Use full titles instead of abbreviations

Instructional Materials Disbursement Request Fields

State Adopted	Condition	*Title	*ISBN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Condition—Select *new* or *used*

ISBN

- Provide the ISBN, without hyphens, if the product has one.
- Put *N/A* if the product does not have an ISBN. Most products have an ISBN.

Instructional Materials Disbursement Request Fields

*Course Name	*Material Type	*Grade Level	# of Students Served	*Copyright Year	*Media Format	*TEKS %
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course Name—Type in the course name (Algebra I, science grade 3, Band II).

TEKS %—Enter the percentage of Texas Essential Knowledge and Skills (TEKS) covered by this material.

- A number from 1–100 must be entered in this field.
- State-adopted materials have the TEKS percentage listed on the item details in EMAT or on the current adoption bulletin.
- If the TEKS percentage is unknown, districts can contact the publisher or review the materials for TEKS coverage.

Instructional Materials Disbursement Request Fields

State Adopted	Condition	*Title	*ISBN
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

State Adopted—Select *yes* or *no* from the drop-down menu. Only materials adopted by the SBOE are considered state adopted.

Items that are not state adopted include materials not found in EMAT, AP materials (except some in language arts) and certain online resources such as iStation and TEKS Resource System.

Researching Items in EMAT

*Select a School Year ▼

District/Charter

District Allotment Information

Allotment & TEKS Certification form was received on

[Confirm Contacts](#)

[Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2018-2019

■ Used
■ Remaining



EMAT

[EMAT Inventory Browser](#)

[Reports](#)

[Allotment Disbursement](#)

[Report Lost/Damaged/Destroyed](#)

[Allotment & TEKS Certification 2018-19](#)

[Needs List Start Page](#)

AIM

[AIM Enrollment](#)

[AIM Inventory Browser](#)

[Reports](#)

Click the *Reports* link to search for items available for order in EMAT.

Item Search

Multiple List  ISBN  Item Type Status Adoption ID

Codes

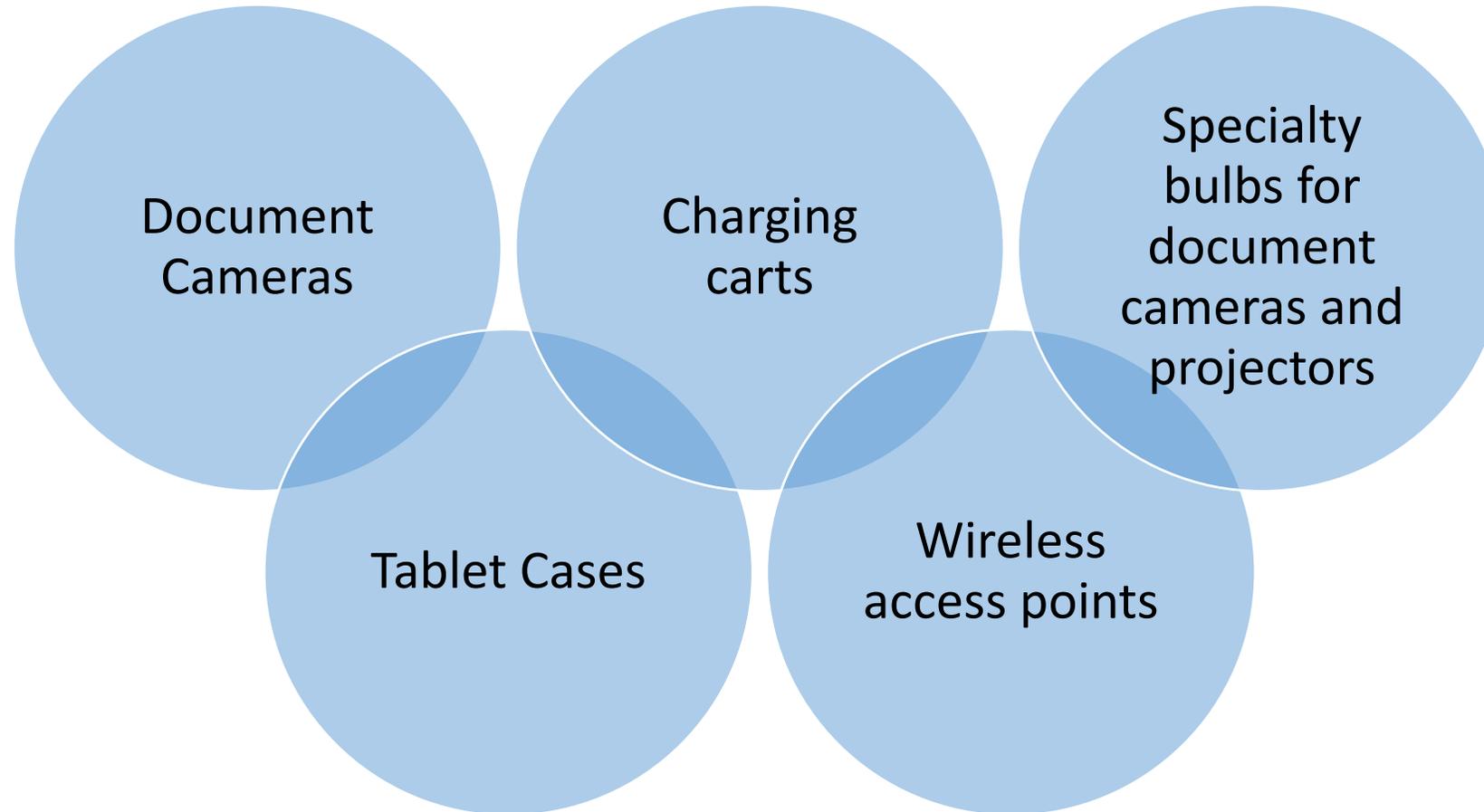
Title Publisher 

Search by the following:

- MLC—Type an MLC or click the magnifying glass to choose an MLC.
- ISBN—Type an ISBN or click the magnifying glass to choose an ISBN. Do not include hyphens. Use the % symbol at the end of the ISBN to capture ISBNs with an extension (-SE, -1YR, -008).
- Item Type—Select *SBOE Adopted* from the dropdown menu.
- Title—Type in the title or key words from the title.
- Publisher—Click the magnifying glass to generate a list of publishers.

Equipment Support

Examples of Equipment Support



Contracted Services

Examples of Contracted Services

Look Up Disbursement Category

School Year: 2018-2019

Disbursement Transaction Type: **Technology Services**

Disbursement Category: begins with

[Basic Lookup](#)

Search Results

View 100 First ◀ 1-4 of 4 ▶ Last

Disbursement Category	Category Description
CTS	Contracted Services
PDV	Professional Development
SAL	Salary
SHIP	Shipping Costs

Contracts not used for instruction should be labeled *Contracted Services* in a Technology Services disbursement request.

Examples:

- Internet filtering
- Single sign-on services
- Internet service

Examples of Contracted Services

Contracts for instructional material should be labeled *Instructional Materials* in an Instructional Materials disbursement request.

Examples:

- BrainPOP
- Study Island
- TEKS Resource System

Look Up Disbursement Category

School Year 2018-2019

Disbursement Transaction Type **Instructional Materials**

Disbursement Category begins with

[Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Disbursement Category	Category Description
FRGT	In-State Freight Charges
SHIP	Out-of-State Freight Charges
SUP	Instructional Materials

Salary Disbursement Requests

Salary Disbursement Requests

The allotment 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).

Salary Disbursement Requests

Submit requests 3 times each year.

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

Salary disbursements will always be provided as reimbursements.

Include dates of service in the disbursement request.

Examples of Allowable Salary Disbursement Requests

An employee who provides technical support for a learning management system (LMS) used to access instructional materials

An employee who provides support through planning and professional development for teachers and staff to integrate technology into classroom instruction

A computer lab technician who directly assists students

An employee who performs maintenance and provides technical support for technological equipment used in labs and classrooms

Examples of Non-Allowable Salary Disbursement Requests

A classroom
teacher's salary

A stipend for a
teacher or staff
member

A testing
coordinator's
salary

The instructional
materials
coordinator's
salary

Disbursement Request Tips

Adding Additional Rows

Last User to Update

Certified By

Certifier Phone

[View/Print Disbursement Summary](#)

Disbursement Lines

Find First 1 of 1 Last

Disbursement Category In-State Freight Charges

Find | | First 1 of 1 Last

	Long Description	From Zip Code	To Zip Code	Qty	Unit Price	Extended Amount	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		1.00	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

- To add additional rows, click the (+) sign at the end of the row.
- To remove rows, click the (-) sign at the end of the row.
- Blank rows must be deleted before the request can be submitted.

Adding Additional Disbursement Categories

Last User to Update

Certified By

Certifier Phone

[View/Print Disbursement Summary](#)

Disbursement Lines

Find First 1 of 1 Last

Disbursement Category  In-State Freight Charges



Find   First 1 of 1 Last

	Long Description	From Zip Code	To Zip Code	Qty	Unit Price	Extended Amount	
1	<input type="text"/>	<input type="text"/> 	<input type="text"/> 		1.00	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

- To add additional categories, click the (+) sign next to the disbursement category.
- To remove categories, click the (-) sign next to the given disbursement category.
- Blank categories must be deleted before the request can be submitted.

Viewing Disbursement Information

Allotment Disbursement Information

Last User to Update

Certified By

Certifier Phone

View/Print Options

[View/Print Disbursement Summary](#)

[View Payment Information](#)

View/Print Disbursement Summary—This document can be printed and sent to your finance, curriculum, and technology departments so they are fully informed of the disbursement request.

View Payment Information—This link will only appear once the disbursement request has been paid.

Disbursement Request Tips

Summary

County District	Region
Business Unit	District Type Independent School District
	Status Active

Disbursements

Completed Disbursements\$ Pending Disbursements \$ Total Remaining Balance \$
 Available Remaining Balance \$

Click the "NEXT" link below to create a new Allotment Disbursement Request.

School Year	Transaction ID	Transaction Amount	Transaction Date	Disbursement Type	Status
1 2018-2019	NEXT			Create New Disbursement	
2 2018-2019	D000150578	\$3,612.56	07/18/2018	Instructional Materials	Approved
3 2018-2019	D000154478	\$2,660.20	09/05/2018	Instructional Materials	Approved
4 2018-2019	D000156729	\$355.25	09/28/2018	Instructional Materials	Approved
5 2018-2019	D000154779	\$869.22	09/07/2018	Instructional Materials	Approved
6 2018-2019	D000154470	\$5,448.50	09/05/2018	Instructional Materials	Approved
7 2018-2019	D000154441	\$779.85	09/05/2018	Instructional Materials	Approved
8 2018-2019	D000156820	\$799.70	10/01/2018	Instructional Materials	Approved
9 2018-2019	D000154438	\$862.50	09/05/2018	Instructional Materials	Approved
10 2018-2019	D000150595	\$5,000.80	07/18/2018	Instructional Materials	Approved
11 2018-2019	D000157927	\$1,119.58	10/22/2018	Instructional Materials	In Progress

Instructional materials coordinators will be contacted if there are questions about a request or if changes need to be made to a request.

Click the *In Progress* transaction ID to make the requested changes.

Disbursement Request Tips

Disbursement

Allotment Disbursement - Instructional Materials

School Year: 2018-2019

County District:

District Type: Independent School District

Business Unit:

Transaction ID: NEXT

Transaction Status: In Progress

This Disbursement:

\$0.00

[Save Work](#)

Total Balance:

\$

Total from pending transactions:

\$

[Go back to Allotment Summary](#)

Available Balance:

\$

Notice: The *State Adopted* field has been changed to a dropdown selection in the instructional materials disbursement request. If your district or charter school is purchasing a product that is state adopted or is a component of a state-adopted product, please answer Yes.

Save your work before clicking *Certify and Submit*.

Disbursement Request Form

Disbursement Request Form

- The disbursement request form can be used prior to submitting a disbursement request to help you determine whether your request is likely to be approved.
- The form can also be used after you have submitted a disbursement request if instructional materials staff members have questions about the request.

Disbursement Request Form

ALLOTMENT DISBURSEMENT REQUEST FORM

This form will help us process your recent disbursement request. Please complete **Section _** below and email the completed form to instructional.materials@tea.texas.gov.

County District#:	District/Charter Name:	Transaction ID#
-------------------	------------------------	-----------------

- TEA will fill out the top portion of this form prior to sending it to you.
- Please fill out the section indicated.

Section I: Instructional Materials

Section I on the form is used for instructional materials requests.

SECTION I: INSTRUCTIONAL MATERIALS	
Product Name:	[name]
Please provide a <i>direct</i> link to the product (not to the parent company that owns the product):	[link]
<p>Click here to select the allowable expense applicable to this product (TAC §66.1307).</p>	
Please provide a brief description of the product:	[description]
<p>Please provide a sample of up to five Texas Essential Knowledge and Skills (TEKS) standards that this product will be used to teach. You can find the TEKS in chapters 110–128 and 130 of the Texas Administrative Code (TAC) (http://ritter.tea.state.tx.us/rules/tac/index.html).</p>	
[TEKS]	

Section I: Instructional Materials

SECTION I: INSTRUCTIONAL MATERIALS

Product Name:	[name]
Please provide a <i>direct</i> link to the product (not to the parent company that owns the product):	[link]

Click here to select the allowable expense applicable to this product (TAC §66.1307).

[Click here to select the allowable expense applicable to this product \(TAC §66.1307\).](#)

- Instructional materials on the list adopted by the State Board of Education in packages other than those offered in EMAT
- Non-adopted instructional materials
- Consumable instructional materials
- Instructional materials for use in bilingual education classes
- Non-adopted instructional materials in braille, large-print, or audio formats
- Instructional materials for use in college preparatory courses under the TEC, §28.014
- Supplemental instructional materials
- Printing of state-developed open-source instructional materials
- Instructional materials and technological equipment under any continuing contracts of the school district or open-enrollment charter school in effect on September 1
- Instructional materials on the list adopted by the adopted by the commissioner

[TEKS]

Click the drop-down menu to select the allowable expense applicable to the product. The options are taken directly from TAC §66.1307.

Section II: Technological Equipment/Technology Services

Section II on the disbursement request form is for technological equipment and technology services disbursement requests.

SECTION II: TECHNOLOGICAL EQUIPMENT/TECHNOLOGY SERVICES

Product Name:	[name]
Please provide a <i>direct</i> link to the product (not to the parent company that owns the product):	[link]

Click here to select the allowable expense applicable to this product (TAC §66.1307).

Please provide a description of how the product will be used to provide access to instructional materials or training in the use of instructional materials.	
[description]	
Some products are only partially allowable. The portion of a product or service used to provide access to instructional materials is allowable. Calculate the percentage of this product or service that will be used to provide access to instructional materials.	
a. Total price:	\$
b. Percentage of product or service that will directly provide access to IM:	
c. Amount of money requested for the product or service (a*b):	\$

Section II: Technological Equipment/Technology Services

SECTION II: TECHNOLOGICAL EQUIPMENT/TECHNOLOGY SERVICES	
Product Name:	[name]
Please provide a <i>direct</i> link to the product (not to the parent company that owns the product):	[link]
<p>Click here to select the allowable expense applicable to this product (TAC §66.1307).</p> <ul style="list-style-type: none"> Click here to select the allowable expense applicable to this product (TAC §66.1307). Activities related to the local review and adoption of instructional materials Technological equipment that contributes to student learning, including equipment that supports the use of instructional materials Training educational personnel directly involved in student learning in the appropriate use of instructional materials Providing access to technological equipment for instructional use Instructional materials and technological equipment under any continuing contracts of the school district or open-enrollment charter school 	
[description]	

Click in the field to select the allowable expense applicable to the product. The options are taken directly from TAC §66.1307.

Section III: Salary Disbursement Requests

Section III on the disbursement request form is for salary disbursement requests.

SECTION III: SALARY	
Name of employee for whom salary is requested:	[name]
Please provide a brief description of how this employee provides technical support for the use of technological equipment directly involved in student learning.	
[description]	
Often, only a portion of an employee's salary is allowable. Calculate the percentage of this person's work time that is used to provide technical support for technological equipment directly involved in student learning.	
a. Total salary for the applicable dates of service:	\$
b. Percentage of time the employee spends providing technical support for equipment directly involved in student learning:	
c. Total amount requested (a*b):	\$

Overage Process

If your district requested and received a disbursement but did not use the full amount, inform the Instructional Materials Division about the overage, and keep the funds in your 410 account until you need to use them for allowable purchases.

If the overage funds are greater than the amount needed for your next disbursement request, email instructional.materials@tea.texas.gov to receive approval through email instead of EMAT.

In the email, provide the following information:

- The amount of and reason for the overage
- What you want to purchase using overage funds
- All information that would have been included in the disbursement request (title/product description, quantity, and unit price)

If the overage funds are less than the amount needed, submit a disbursement request for the difference.

In the new disbursement request, put the following information in the description field of the overage line:

- Overage
- Transaction ID of the disbursement request that created the overage
- Amount of overage
- Actual quantity and unit price for that line

Overage Funds

Disbursement Lines

Disbursement Category  Instructional Materials + -

*Publisher	Description
1 ABC Publisher	Overage D000123456, \$500.00; 100 @ \$10 each

Find |  |  First  1 of 1

# of Students Served	*Copyright Year	*Media Format	*TEKS %	*Quantity	*Unit Price	*Extended Amount
75	2018	14 	75.000	1.00	500.00	500.00

Subtract the amount of overage funds from the total amount needed and place in the unit price field.

Freight

TEA pays freight charges for instructional materials shipments (HB 396).

Districts and charter schools must submit a freight charge as a disbursement request using the *In-State Freight Charges, Out-of-State Freight Charges*, or *Shipping Costs* disbursement categories.

Freight charges are not deducted from your allotment and will only appear on your Allotment Report prior to approval.

Allotment Report

Current Bienniu

District / Charter:
School Year : 2018-2019

Transaction Type	Date	Transaction ID	Description
Allotment	04/13/2018	0000142	Current Biennial Allotment
Carryover Funds	04/13/2018	0000143	Prior Biennial Carryover
Prior Expenditure	04/13/2018	0000145	School Year 2017-2018 Expenditure
<u>Total Allotment</u>			
Allotment Disbursement	07/24/2018	D000150	Instructional Materials
Allotment Disbursement	08/10/2018	D000150	Instructional Materials
<u>Total Allotment Disbursements</u>			
Allotment Requisition	07/23/2018	000015	Allotment - Continuing Adoptions - EMAT
Allotment Requisition	10/08/2018	000015	Allotment - Continuing Adoptions - EMAT
<u>Total Allotment Requisitions</u>			

Remaining Allotment

Freight Charges

Allotment Disbursement Information

Last User to Update

Certified By

Certifier Phone

View/Print Options

[View/Print Disbursement Summary](#)

[View Payment Information](#)

Disbursement Lines

Find First 1 of 1 Last

Disbursement Category In-State Freight Charges



Find | | First 1 of 1 Last

	Long Description	From Zip Code	To Zip Code	Qty	Unit Price	Extended Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		1.00	<input type="text"/>	<input type="text"/>	<input type="text"/>

Multiple freight charges will be totaled together on the *View Payment Information* link.

Freight Charges

Allotment Disbursement Information				View/Print Options	
Last User to Update				View/Print Disbursement Summary	
Certified By					
Certifier Phone					

Disbursement Lines						Find	First	1 of 1	Last
Disbursement Category		FRGT	In-State Freight Charges						
						Find			
Long Description	From Zip Code	To Zip Code	Qty	Unit Price	Extended Amount				
1 D000123456				1.00					

When entering a request for freight charges only, reference the transaction ID of the materials being shipped in the long description field.

Overage Funds from Freight

Overage Funds from Freight

Submitting freight requests as reimbursements to the district will allow districts to know the actual freight cost and avoid overages.

Overage funds for freight must be returned to TEA.

Contact TEA for instructions regarding the return of freight overages.

Special Circumstances

Allowable Allotment Expenses

Freight expenses to return instructional materials that are ordered incorrectly

Freight expenses for recycling out-of-adoption materials

Allowable Allotment Expenses (cont.)

Districts can use their allotment funds for these two scenarios by submitting a *Technology Services* disbursement request and using the *Contracted Services* category to request the funds.



Additional Information

Important Dates

February/March 2019:
The new *Allotment and
TEKS Certification Form*
becomes available

April 1, 2020: EMAT
closes for the 2019–20
school year

May 4, 2020: EMAT
opens for the 2020–21
school year

Current and Future Proclamations

Proclamation 2020

English language arts and reading, grades 9–12; adopted in November 2019; available in EMAT when it opens in May

Proclamation 2021

Prekindergarten systems; issued in June 2019

Proclamation 2022

Health, physical education, and CTE (specific courses TBD); expected to be issued in spring 2020

- The IM Division sends periodic listserv bulletins with valuable information.
- Join at <https://public.govdelivery.com/accounts/TXTEA/subscriber/new>.
- Enter your email address and select *Submit*.
- Select *Instructional Materials* from the available topics along with other listserv topics you would like to receive information about.
- The allotment amounts are announced through a *To the Administrator Addressed* listserv bulletin each biennium.



Questions or Assistance

Instructional Materials Division

IM Help Desk

Instructional.materials@tea.texas.gov

(512) 463-9601



Thank you!