

Freight Payment Overview

[Legislation](#) requires that The Texas Education Agency (TEA) is responsible for the payment of freight to ensure that Texas Local Education Agencies (LEAs) have access to instructional materials purchased using Technology and Instructional Materials Allotment (TIMA) funds. This document serves as an overview to explain the specific instructions for processing payment for freight.

Freight payment differs according to the Proclamation year in which instructional materials are adopted by the State Board of Education (SBOE).

Proclamation Year	Subject(s), Grade-level(s)
2021	Prekindergarten Systems- English and Spanish
2020	English Language Arts and Reading (ELA), English I-IV Reading I, II, III ELA Electives- College Readiness and Study Skills, Visual Media Analysis and Production, Contemporary Media, Literary Genres, Practical Writing Skills, Humanities, Communication Applications, Debate I-III
2019	English Language Arts and Reading, K-8 Spanish Language Arts and Reading, K-5 Spelling (English), 1-6 Handwriting (English), K-5 Handwriting (Spanish), K-5 Personal Financial Literacy
2018	Special Topics in Social Studies (Ethnic Studies)
2017	Algebraic Reasoning Career and Technical Education (CTE) Languages Other than English (LOTE)
2015	Advanced Qualitative Reasoning, Algebra I, Algebra II, Geometry, Mathematical Models with Applications, Precalculus Social Studies K-8 Social Studies (Spanish) K-5 US History, World History, World Geography, US Government, Economics, Psychology, Sociology Fine Arts K-12
2014	Science K-8 Advanced Biotechnology, Anatomy and Physiology, Biology, Chemistry, Earth and Space Science, Environmental Systems, Food Science, Forensic Science, Integrated Physics and Chemistry, Physics Mathematics K-8 Mathematics (Spanish) K-5 Technology Applications K-8 Computer Science I and II, Digital Video and Audio Design, Game Programming and Design

Freight Payment Instructions through EMAT

Instructional materials may be purchased using TIMA funds through either a requisition or disbursement process. Payment of freight differs depending on the Proclamation year, shipment weight, and system of ordering (requisition or disbursement).

EMAT Requisitions are a request for state-adopted instructional materials that is placed in EMAT. The district

uses the EMAT system to order the desired instructional materials and TEA pays the publisher directly.

Allotment Disbursements are a request placed within EMAT to receive funds electronically to pay for items, services, or freight charges contracted outside of EMAT.

Proclamation Year	Weight Restriction	Freight Payment Instructions for Requisitions
2020 and Beyond	Over 150 Pounds	<p>Intrastate (within Texas) and Interstate (out-of-state) <u>Publisher</u> charges district freight costs. Check with district to determine if they have a preferred freight provider at a cheaper price than the publisher can provide.</p> <p><u>District</u> submits a disbursement request for reimbursement.</p> <ul style="list-style-type: none"> • Enter EMAT purchase order number and publisher name is in the long description field of the freight category on the disbursement request. • The purchase order number can be found on the completed requisition by clicking <i>View/Print Order List</i>.
2020 and Beyond	150 Pounds and Less	<p>Intrastate (within Texas) and Interstate (out-of-state) <u>Publisher</u> contacts FedEx to arrange shipment.</p> <ul style="list-style-type: none"> • Submit a Helpdesk ticket for the appropriate account number. • Contact FedEx directly (1-800-463-3393). • Include the EMAT purchase order number on the shipping documents. • No action from <u>district</u> is required.
2019 and Before	Over 150 Pounds	<p>Intrastate (within Texas), No Interstate (out-of-state) Available <u>Publisher</u> is responsible for arranging shipment and freight payment.</p> <ul style="list-style-type: none"> • Contact Central Freight using the phone number for the nearest terminal or contact customer service at 1-800-782-5036. • Include the EMAT purchase order number on the bill of lading (BOL). A unique BOL number is required for each delivery location. <p>No action from <u>district</u> is required.</p>
2019 and Before	150 Pounds and Less	<p>Intrastate (within Texas), No Interstate (out-of-state) Available <u>Publishers</u> contacts FedEx to arrange shipment.</p> <ul style="list-style-type: none"> • Submit a Helpdesk ticket for the appropriate account number. • Contact FedEx directly (1-800-463-3393). • Include the EMAT purchase order number on the shipping documents. <p>No action from <u>district</u> is required.</p>

Any freight costs associated with orders districts request directly from the publisher will be charged to the district. The district can submit a disbursement request for freight reimbursement from the state freight fund. The freight contracts listed above do not apply to orders that districts submit directly to publishers. Districts will need to put the transaction ID of the disbursement request from the instructional materials and the publisher name in the long description of the freight disbursement request.

Freight Type	Freight Payment Instructions for Disbursements
Intrastate (within Texas) Freight Charges	District will enter the PO number or the transaction ID number the freight is associated with.
Interstate (out-of-state) Freight Charges	District will enter the PO number or the transaction ID number the freight is associated with.
Shipping Cost	District will enter the transaction ID the freight is associated with.

Reimbursement for Freight

Freight disbursement requests that are approved in the same payment period are grouped together for one payment. For example, if a district entered a \$50 freight request in disbursement A and a \$100 freight request in disbursement B, the district will receive one \$150 payment. The same document number, payment ID, payment date, and amount will show on the *View Payment Information* link for both disbursement requests. Districts will not see freight payments on their allotment report.