

Freight

EMAT Requisitions for Proclamation 2020 items

The Texas Education Agency (TEA) will pay for interstate and intrastate freight beginning with the *Proclamation 2020* contracts. The *Proclamation 2020* freight instructions pertain to high school English materials purchased through EMAT requisitions only. Please see the disbursement request section below for freight information regarding materials purchased directly from the publishers.

Proclamation 2020 Shipments Weighing Over 150 Pounds

For *Proclamation 2020* shipments weighing over 150 pounds, the publisher will charge the freight costs directly to the district. Districts are required to submit a disbursement request for reimbursement in order to access the state freight fund. Publishers should carefully read the language in the contract concerning this change.

Districts will need to put the EMAT purchase order number and publisher name 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 [View/Print Order List](#).

Proclamation 2020 Shipments Weighing 150 Pounds or Less (Intrastate)

TEA will continue using FedEx for intrastate freight for instructional materials weighing 150 pounds or less. Contact FedEx at 1-800-463-3339 to ship instructional materials weighing 150 pounds or less within the state of Texas. The shipment should be charged to the Texas Education Agency IMD account. Please contact the Instructional Materials and Implementation Division (IMID) to get the account number. Include the EMAT purchase order number of the order being shipped on the shipping documents.

Proclamation 2020 Shipments Weighing 150 Pounds or Less (Interstate)

TEA will also use FedEx for interstate freight for *Proclamation 2020* instructional materials weighing 150 pounds or less. Contact FedEx at 1-800-463-3339 to ship instructional materials weighing 150 pounds or less from depositories or warehouses outside the state of Texas. The shipment should be charged to the Texas Education Agency IMD OOS account. Please contact the IMID to get the account number. Include the EMAT purchase order number of the order being shipped on the shipping documents.

EMAT Requisitions for *Proclamation 2019* and Older Proclamations

For contracts prior to *Proclamation 2020*, the freight process has not changed. Publishers should review the contract language regarding freight for each of the existing contracts. Interstate freight cannot be charged for EMAT requisition orders for *Proclamation 2019* and older proclamations.

Proclamation 2019 and Older Proclamation Shipments Weighing Over 150 Pounds (Intrastate)

TEA has contracted with Central Freight Lines, Inc. to be the carrier for intrastate freight for instructional materials weighing over 150 pounds. To ship instructional materials weighing over 150 pounds within the state of Texas for *Proclamation 2019* and older proclamation requisition orders through EMAT, please contact Central Freight. Use 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). Use a unique BOL number for each delivery location.

Proclamation 2019 and Older Proclamation Shipments Weighing 150 Pounds or Less (Intrastate)

TEA will continue using FedEx for intrastate freight for instructional materials weighing 150 pounds or less. Contact FedEx at 1-800-463-3339 to ship instructional materials weighing 150 pounds or less within the state of Texas. The shipment should be charged to the Texas Education Agency IMD account. Please contact the IMID to get the account number. Include the EMAT purchase order number of the order being shipped on the shipping documents.

Disbursement Requests

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 Payments

Freight disbursement requests that are approved in the same payment period are grouping 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. Since the freight did not come out of the district's allotment, the freight will not show on the district's allotment report after approval.