

Needs List FAQs

Questions from Districts Wishing to Fulfill a Need

1. [If I offer to fulfill a need, will that affect my district's technology and instructional materials allotment in any way?](#)
2. [Who pays for shipping costs if my district wants to send materials to a district in need?](#)
3. [I noticed a district selected the ISBN for a product with print and 8-year digital access on their needs list. Can my district provide the print materials only?](#)
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Questions from Other Entities Wishing to Fulfill a Need

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Questions from Districts Wishing to Fulfill a Need

1. If I offer to fulfill a need, will that affect my district's technology and instructional materials allotment in any way?

Choosing the *Fulfill a Need* option in EMAT and taking the steps that follow will connect a district wanting to help with a district in need. No order or funding is attached to the needs list transactions, so neither district's allotment is affected in any way.

2. Who pays for shipping costs if my district wants to send materials to a district in need?

The Texas Education Agency (TEA) will pay for shipping. Fulfilling Texas districts can pay the shipping up front and then request a disbursement to reimburse local funds, or they can request the disbursement based on a freight quote and pay for the shipping after the funds are deposited in their 410 accounts.

3. I noticed a district selected the ISBN for a product with print and 8-year digital access on their needs list. Can my district provide the print materials only?

Yes. It is likely the print materials in that package are the only parts that were lost in the tropical storm. Work with the district in need to let it know the portion of the product your district will be able to provide.

4. Will my district be required to submit a TEX-012 Inventory Adjustment form for donated items?

Yes, if the materials you are donating were purchased through a requisition. The TEX-012 is not required for items that are not in your district's EMAT inventory, including items purchased with local funds or purchased directly from the publisher using the allotment disbursement process. We ask that tropical storm-related TEX-012 forms be submitted by February 1, 2019, so that all inventories are corrected prior to the end of the 2019–20 EMAT ordering year.

5. Must local board approval be secured prior to the sale, disposal, or donation of in-adoption materials?

That is a local decision and depends on local board policy ([Texas Education Code, §31.105](#)).

6. Is this list only for print instructional materials, or can computer hardware purchased with technology and instructional materials allotment funds also be listed?

Any instructional material or technological equipment that would be an allowable purchase using the technology and instructional materials allotment can be added to a district's needs list.

Questions from Other Entities Wishing to Fulfill a Need

1. Can you make the fulfillment of a need option available to state-adopted publishers within EMAT?

This option is only available for districts. If you are a state-adopted publisher and want to assist a district in need, please contact the district directly.

2. Can publishers of non-adopted instructional materials provide materials to districts?

Yes. All donations are welcome, but generally the most helpful are those that fulfill a specific need on a district's needs list. Email instructional.materials@tea.texas.gov to provide the district name and product information from the needs list you wish to provide, or contact the district directly if you wish to make other donations.

3. Can publishers of non-adopted instructional materials be added to the list of publishers and depositories?

No. The publisher and depository contact information is for list of state-adopted materials only.

4. Can non-profit organizations or businesses that are not in the publishing field provide districts with the materials on their needs lists?

Yes. All donations are welcome. Email instructional.materials@tea.texas.gov to provide the district name and product information from the needs list you wish to provide.

Do you have additional questions? Please email them to instructional.materials@tea.texas.gov so we can consider adding them to this list.