

DISTRICT INSTRUCTIONAL MATERIALS

Each year, the [Division of Equity and Learning](#) provides money to schools to replace instructional materials and texts. These items must be directly related to student instruction and reflective of basic or supplementary materials. Allocation is based on student enrollment. The budget codes are as follows:

10.((LOC)).65.0090.0644.000.0000.0000.00.BRO.00
10.((LOC)).65.0090.0735.000.0000.0000.00. BRO.00
10.((LOC)).65.0090.0550.000.0000.0000.00. BRO.00

- **Description**

Information is sent out to schools in the fall for the current year's allocation. Included will be deadlines for encumbrances/receipt of items and purchasing and processing guidelines.

You may only access this account by creating a purchase requisition in Oracle (to be forwarded to the Division of Equity and Learning for approval).

This budget does not carry over; therefore all materials ordered must be physically received at the [district warehouse](#), or your site, by the end of each fiscal year (June 30). Items that are received after the June 30 fiscal year cut off will be charged to your location from next year's 0644 materials maintenance allocation. For this reason, it is important for you to track this budget monthly.

It is recommended that all of your 0644 materials maintenance allocation be spent or encumbered by October 31, as these funds are intended for the education of this year's students. The P-20 Director for your location will monitor these accounts throughout the year.

The Division of Equity and Learning will notify sites when purchase requisitions can be coded to the following year's allocation.

NOTE: *All lost book fees for books purchased with this money must be deposited to the budget code(s) listed above.*

All transactions for this account will show up on [APS GL Transaction History Download XML \(M367\) reports](#) under the budget code assigned to your location (see above).

- **Procedure**

See the [Ordering from Suppliers, Larger Dollar Amount Purchases \(Purchase Requisitions - External\)](#) section of this manual.

You may contact the [Division of Equity and Learning](#) at 303-340-0859, ext. 28351 with questions regarding the expenditure of these funds.