

December 9, 2013

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Instructional Materials Allotment – Proclamation 2014

The State Board of Education adopted over 400 instructional materials under Proclamation 2014 at their November 2013 meeting. Proclamation 2014 includes science, grades K-12; mathematics, grades K-8, and Technology Applications. The new instructional materials will be available for the 2014-2015 school year. School districts and open-enrollment charter schools can begin the requisition process to acquire the materials when the Educational Materials (EMAT) system opens in April 2014.

The Instructional Materials Allotment (IMA) for the 2014-2015 school year will be available on September 1, 2014. School districts and open-enrollment charter schools will have options to order the new instructional materials prior to the availability of new IMA funds. If a school district or open-enrollment charter school does not have an IMA balance to cover the cost of new materials, they may request a reimbursement for allowable IMA expenditures. The district or open-enrollment charter school is required to submit a request for reimbursement through EMAT. Upon approval from the TEA, districts will pay for the products or services out of their local funds, order them directly from the publisher/vendor, and then receive reimbursement through an EMAT disbursement as IMA funds become available to the district or charter school. Additional information and instructions for the TEA reimbursement process in EMAT are located at <http://www.tea.state.tx.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769805632>.

In addition to the reimbursement process, the Agency will develop a delayed payment option authorized under Texas Education Code §31.0215. The Commissioner may allow a school district or open-enrollment charter school to place an order for instructional materials before the beginning of a fiscal year and to receive instructional materials before payment. The Commissioner shall limit the cost of an order placed to 80% of the district's estimated IMA. The Agency will make payments as IMA funds become available after September 1, 2014 and will prioritize payments for the delayed payment option over reimbursements.

Additional information for the delayed payment option will be provided before EMAT opens in April 2014. For assistance with the instructional materials allotment, please contact Kelly Griffin at (512) 475-3255 or email at kelly.griffin@tea.state.tx.us.

Sincerely,

Monica G. Martinez
Interim Associate Commissioner
Standards and Programs

MM/jl