

2024-2025

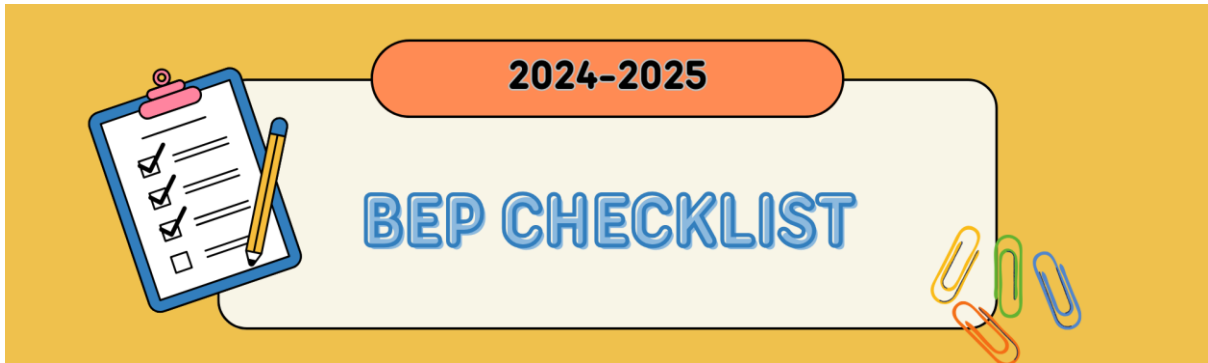


BEP NEWSLETTER



The BEP deadline is **October 25, 2024**. After this date, no orders will be processed. Reminders will be sent via email. Please make sure to confirm your order with the company (or companies) approximately 2 weeks after sending in your quote.

INFORMATION	DETAILS
Amount Available	Teachers have \$400 to spend on instructional supplies. <i>BEP <u>cannot</u> be used for furniture, cleaning supplies, or household items.</i>
Approved Vendor List	All quotes must come from the approved vendor list. If you wish to add a company to the vendor list, you will need to request a vendor packet from the Dept. of Finance (423-562-6201), send packet for company to complete, then make sure it is returned to Dept. of Finance.
BEP Checklist	Please use the BEP Checklist (next page) to ensure that your order is processed correctly and on time.
Who Qualifies for BEP Funds	All regular education classroom teachers receive BEP money. Excluded are: CTE teachers, special education teachers, instructional coaches, RTI teachers, PreK teachers, and guidance counselors.
Contact Information	For any questions or assistance with BEP orders, you can call our office and ask for Becky or San San (Suzanne) at 423-562-1655 or email us at: <u>becky.hatmaker@ccpstn.net</u> or <u>suzanne.crumley@ccpstn.net</u> <u>Office hours 8:00-4:00</u> <u>Location: 315 Liberty Street /Jacksboro, TN 37757</u>



- Request a quote** for the items you wish to purchase. Use the Campbell County Vendor List to request a quote from a vendor (a quote is not a shopping cart). You cannot purchase items and be reimbursed.
- Submit quote via email** to Becky Hatmaker - becky.hatmaker@ccpstn.net or Suzanne Crumley - suzanne.crumley@ccpstn.net **no later than October 25, 2024**. We will take your quote and place your order. **No orders will be accepted after Friday, October 25.**
- Check with your vendor** approximately 2 weeks after you submit your quote to the Materials Center, to make sure your order was received. If it was *not* received, contact the Materials Center.
- If you have not received your order by December 1, please reach out to the vendor and the Materials Center (Becky or San San)
- The earlier you send your quote, the better your chances will be of having materials in stock and for receiving everything you order. You can begin orders August 5, 2024.
- DO NOT** submit an order directly to a vendor...orders must go through the Materials Center with a purchase order. If you submit an order without a purchase order, you will be responsible for the charges.
- BEP money can only be utilized for instructional supplies. BEP money cannot be spent on furniture, cleaning supplies, or janitorial supplies.
- Please contact us with any questions or for any assistance.

MATERIALS CENTER PHONE: 423-562-1655 or FAX: 423-562-9605
EMAILS: becky.hatmaker@ccpstn.net or suzanne.crumley@ccpstn.net
ADDRESS: 315 Liberty Street/Jacksboro, TN 37757