



# TEXTBOOK APPROVAL/ PURCHASING FORM

Replacements/Updates of Existing Textbook Materials  
(Budget Code XXX-XXXX-480) One Vendor per Form

## BUDGET FORM III

ASI approval: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Name (for delivery):		Building:	
Grade Level/Dept.:		Date:	
Standards Area:		Date needed:	
Reason for Request:			
Vendor Name/Address: Attach quote to form. (limit 1 vendor per form)			
<b>*Building Textbook funds must be depleted before requesting District Textbook funds.</b>	(Y or N) Building funds:		
	(Y or N) *District funds requested:		Amount:

Item #	Item Name	Qty	Unit Cost	Total	Budget Code
<b>Total:</b>					
<b>Shipping:</b>					
<b>Grand Total:</b>					

Signature of Dept. Leader (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Standards Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**State definition of a "Textbook":** Any book or book substitute which a pupil is required to use as a text or text substitute in a particular class or program as a primary source of study material intended to implement a major part of a State or local curriculum. Examples of textbooks are: lab manuals, workbooks, novels used to teach English courses, courseware in electronic format, newspapers or news magazines and books required as outside reading.

**Textbooks are used by the students. If teacher materials are included in a purchase a Supply code should be listed for those items.**