

2026-2027 BEP Checklist

1. **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.
2. **Submit a quote via email** (DO NOT FAX) to Becky Hatmaker-becky.hatmaker@ccpstn.net or Suzanne Crumley-suzanne.crumley@ccpstn.net no later than October 23, 2026. We will use your quote and place your order. No orders will be accepted after Friday, October 23.
3. **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
4. If you have not received your order by December 1, please reach out to the vendor and the Materials Center (Becky or San San)
5. **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 3, 2026.
6. **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.
7. **BEP money can only be utilized for instructional supplies.** BEP money cannot be spent on furniture, cleaning supplies, planners, or storage bins.
8. Please contact us with any questions or for any assistance.

- MATERIALS CENTER PHONE: 423-562-1655
- EMAILS: becky.hatmaker@ccpstn.net or suzanne.crumley@ccpstn.net
- ADDRESS: 315 Liberty Street/Jacksboro, TN 37757 (Hours: 8:00 am-4:00 pm)

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