

# TEXTBOOKS AND INSTRUCTIONAL MATERIALS

## FAQ'S

**Q) How do I get gratis items?**

A) Gratis items are given during the first year of an adoption. Include on your order the statement: "Please include all gratis items".

**Q) How much does shipping cost?**

A) A typical estimate of freight is 10%.

**Q) Munis will not let me include a shipping line. What do I need to do?**

A) Write a general note on the order asking your Purchasing Department representative to add it for you. Include the amount and the funds code.

**Q) Can I order teacher's editions with textbook funds?**

A) Yes, if ordered with a class set of student books.

**Q) Where do I get the forms for an Off-list notification for the state?**

A) You can find these forms on the Kentucky Department of Education website on the Textbooks and other Instructional Materials page. Call 485-3090 with any questions you may have.

**Q) Is there a different Off-list evaluation tool for each adoption?**

A) Yes, each adoption has its own evaluation tool available on the KDE website.

**Q) Can I order Smartboard/Smart clickers with textbook funds?**

A) These items are considered to be equipment and are not an approved category for purchase with textbook funds. Please refer to the approved and not approved categories of supplemental instructional materials for purchase with textbook funds.

**Q) Can I order math workbooks and science notebooks?**

A) Yes, if they are an integral part of a program already in place.

**Q) Will this years textbook funds carry-over to next year?**

A) Yes, they will carry over for one year only.

**Q) When will this year funds be available?**

A) You can start putting orders on for next year's budget in early May. Please contact Purchasing for the date. New years orders will be processed July 1.