

# Instructional Materials or Technological Equipment Sale or Disposal Notification Form

## General Information

Prior to the sale or disposal of instructional materials, the district or open-enrollment charter school must notify Texas Education Agency (TEA) of its intent to sell or dispose of instructional materials or technological equipment. Upon notification, TEA will enter inventory adjustments into EMAT for each transaction of instructional materials that are sold, disposed of, or acquired through the sale of instructional materials.

The local board or governing body president and secretary must sign the completed Instructional Materials or Technological Equipment Sale or Disposal Notification Form(s). Submit all sale or disposal forms via email to [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov) as an attachment.

**Districts and open-enrollment charter schools must consider the following before selling or disposing of instructional materials:**

- Instructional materials used by the district should collectively cover all elements of the essential knowledge and skills of the required curriculum, other than physical education, for each subject and grade level.
- Worn-out materials may be sold for recycling when the district declares them unsuitable for student use. Alternatively, worn-out materials may be sold to a reseller that will re-bind the materials and make them suitable for classroom use.
- The local board of trustees or governing body must reasonably expect that these materials will not be needed for several years. Some elective subject materials may qualify as materials the district will not need for several years if the electives will not be offered.
- Any funds received by the district or school from the sale of instructional materials must be used to purchase instructional materials or technological equipment allowed under Texas Education Code §31.0211.

## District Information

Seller district or open enrollment charter school name

Seller county district ID       Receiving company name

Total dollar amount collected from the sale  Select one (if sale)

Total dollar amount collected from the recycle  Select one (if recycle)

Total dollar amount collected from the disposal  Select one (if disposal)

A district or charter school shall report actual amounts to TEA after the transaction has been completed.

Check here if you are submitting a revised form with actual dollar amounts.

**The funding from this transaction will be used to purchase the following (select all that apply):**

Instructional Materials  Technology Services  Technological Equipment

**District or open enrollment charter school contact information:**

Name  Email Address

Phone Number

# Instructional Materials or Technological Equipment Sale or Disposal Notification Form

## Instructions for In-Adoption and Out-of-Adoption Materials

Complete the appropriate sections below for all instructional materials that the local board of trustees or governing body is selling or disposing of. Districts are not required to report any items that were purchased with local funds or free materials (ancillaries) sent by publishers directly to the district or charter school. For technological equipment, districts are only required to report equipment purchased through their instructional materials allotment (IMA).

## In-Adoption Materials or Technological Equipment ONLY

Select one

ISBN (if applicable)	Title or Description	Subject Area	Qty	Asset Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Item

## Out-of-Adoption Materials Only

Select one

Subject Area(s)	Qty
K-12 Social Studies, Math K-8	52 pages

## Authorized Signatures

Local Board President (print name)

Secretary (print name)

Local Board President (signature)

Secretary (signature)



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## Miller, Amy

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**From:** Nate Cross <[ncross@myblusource.com](mailto:ncross@myblusource.com)>  
**Sent:** Tuesday, March 31, 2015 10:34 AM  
**To:** Miller, Amy  
**Subject:** RE: Donations of Textbooks

Hey Amy, As you already you know we pick up used textbooks from schools, but we also sort, stack and prepare textbooks for overseas shipments for the non-profit Children's International. The textbooks go directly to schools, orphanages and learning institutes in need. Let me know if you have any other questions.

Nate Cross | [BLUSOURCE](#) | [ncross@myblusource.com](mailto:ncross@myblusource.com) | [blusource.com](http://blusource.com) | 800.460.5355 x133 | p 405.293.6910 |

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**From:** Miller, Amy [<mailto:Amy.Miller@ectorcountyisd.org>]  
**Sent:** Tuesday, March 31, 2015 10:04 AM  
**To:** Nate Cross  
**Subject:** Donations of Textbooks

Mr. Cross,

I am new to this position and have been told that your company has already picked up 26 pallets of used textbooks from our school district. We are currently working to have another pick up in the near future. But, in the meantime I have to present this information to our local school board for approval. Would you please send me information on what exactly you do with the textbooks we donate to you? This would be beneficial for my presentation.

Thank you in advance,  
Have a terrific day!

Amy Miller

E.C.I.S.D -Instructional Materials Coordinator/Records Management Officer

Phone: 432.456.8979

Fax: 432.456.8978

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE

This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below.

**Shipper: Ship Date** 2/6/2015

Ector County ISD 619 West 10th Street Odessa, TX 79760 Dana Wiest (432) 334-3788 Reference Number: 2015056
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Carrier:	U. S. Xpress Inc
Pro#:	
Load#:	166663733

**Consignee: Due Date** 2/9/2015

BLUSOURCE 2000 E. Seward Rd Guthrie, OK 73044 Dustin Whitfield (405) 789-1999 Reference Number:
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<b>All Freight charges PPD/3rd party bill to:</b> C.H. Robinson Worldwide, Inc Billing P.O. Box 3470 Chicago, IL 60654
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**PPD-3RD PARTY**

Agent or Cashier: Per _____ (The signature here acknowledges only the amount prepaid)	Received: \$ _____ to apply in prepayment of the charges on the property described hereon.	Charges Advanced: \$ _____
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Type/ Reference #	SKU/ UPC	Description	QTY/ UOM	Pallets	Weight	Category/ Temp	NMFC/ Class
		textbooks	Cartons	26.00	24395	Dry	65
				<b>26</b>	<b>24395</b>		

**Shipper Special Instructions:**

**Consignee Special Instructions:**

**BluSource Guthrie is closed on Fridays.**

**Comments:**

For problems on this shipment, please contact CH Robinson at 866-484-2603

The Shipper certifies that the above named materials are properly classified, described, marked, labeled and packaged, and are in proper condition for transportation, according to the applicable regulations of the Department Of Transportation.

Shipper Signature X *South Elmore* Date: 2-6-15 Trailer# \_\_\_\_\_

Consignee Signature X \_\_\_\_\_ Date: \_\_\_\_\_ Seal# \_\_\_\_\_

Driver Signature X *Raymond Jella* Date: \_\_\_\_\_ Seal# \_\_\_\_\_

Permanent post-office address of shipper.