

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 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

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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

Out-of-Adoption Materials Only

Select one

Subject Area(s)

Qty

Authorized Signatures

Local Board President (print name)

Secretary (print name)

Local Board President (signature)

Secretary (signature)