Instructions for the Sale or Disposal of Instructional Materials or Technological Equipment

Prior to the sale or disposal of instructional materials, the local board of governing body must first notify and acquire the Commissioner's approval. Districts and open-enrollment charter schools must first consider the implications for selling or disposing of their instructional materials. Inventory adjustments for each transaction must be entered into EMAT for instructional materials that have been sold, disposed of or acquired through the sale of instructional materials.

Upon completion of the information below, the local board or governing body president and secretary must sign the request form(s). This information must be faxed to (512) 475-3612 or emailed with an electronic signature to instructional.materials@tea.state.tx.us.

Districts must consider the following before selling or disposing of instructional materials:

- Instructional materials used by this 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.
- All worn-out materials may be sold for recycling when the district declares them unsuitable for student use; however, they may also be sold to a reseller that will re-bind the worn-out materials and make them suitable for classroom use.
- The Local Board of Trustees or governing body reasonably expects that these materials will not be needed for several years to come. Some of the elective subjects may qualify as materials your 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 and technological equipment allowed under Texas Education Code Section 31.0211.

Please fill in the information below.

Seller District or Open Enrollment Charter School Name: _____

Seller County District ID: _____

Company Name Sold/Recycled/Disposed to: _____

*Estimated Total Dollar Amount collected from the sale: $_____
*Estimated Total Dollar Amount collected from the recycle: $_____
*Estimated Total Dollar Amount collected from the disposal: $_____

**Actual amounts can be reported to TEA after the transaction has been completed*

Indicate which category the funding from this transaction will be used.

☐ Instructional Materials ☐ Technology Services ☐ Technological Equipment

District or Open-Enrollment Charter School contact information:

Name: _____ *Email:* _____ *Phone:* _____

Instructional Materials or Technological Equipment
Sale or Disposal Request Form

Provide all of the information below for all instructional materials that the Local Board of Trustees or governing body is requesting permission from the Commissioner of Education to sell or dispose of. Districts are not required to report any items that were purchased with local funds or report 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 IMA.

In-Adoption Materials or Technological Equipment

**Attachments may be submitted to provide the information below.*

Check one: ☐ Sell ☐ Recycling ☐ Disposal

ISBN# (if applicable)	**Title or Description**	**Subject Area**	**Qty**	**Asset Value**

Out of Adoption Materials

Check one: ☐ Sell ☐ Recycling ☐ Disposal

Subject Areas: _____ *Estimated Quantity:* _____

_____ _____

Local Board President (print name) **Secretary** (print name)

_____ _____

Local Board President (signature) **Secretary** (signature)