



Textbook Order Request Form

Instructions

- 1 This form must be completed and signed by the Principal and Research and Curriculum prior to sending to Purchasing.
- 2 Please attach a picture of the front cover of the textbook and page detailing ISBN# and pertinent information.
- 3 Please obtain signature approval from your site Principal and Director of Research & Curriculum
- 4 Purchasing will enter requisition in SmarteTools and will obtain account strand from Fiscal Services
- 5 Purchasing will send Purchase Order to vendor and a copy to API.

School: _____ Requestor: _____ Title _____ Date of Request _____

Subject & Class Name	Title of Text & Edition	ISBN # 13 Digit	ISBN # 10 Digit	Year Published	Publisher	Qty	Supplemental Materials Yes/No

Please indicate Reason below

Replacement Books YES NO

New Course/Sections YES NO

New Adoption YES NO

API Signature _____ Date _____

Principal Signature _____ Date _____

Research and Curriculum Approval _____ Date _____

Textbook is on the Board Approved Matrix YES NO

Textbook is for a non core class but a Board Approved text YES NA

Fiscal Services Use Only

Fund Resource Goal Function Object Location

----- Amount \$ _____ (entered by Purchasing)