

## Guidelines and Procedures for Submitting Title III Supplemental Materials Order

The following are **NOT** allowable expenditures:

- Core curriculum materials (textbooks or adopted materials)
- Software or web-based licenses
- EBooks
- Hardware (e.g., computers, headsets)
- Assessments (e.g., IDEA Proficiency Test (IPT))
- Subscriptions to magazines

### BEFORE Submitting Order

- Orders can only be from vendors on the *Supplemental Title III Materials List* provided with Memo
- Prepare one order form **per vendor** including the vendor quote (*amounts must match*)
- Do not exceed the allocation and be cognizant of shipping and handling costs
- Quote **cannot** include tax
- Quote **cannot** be a “shopping cart” list
- Request quote from vendor to be valid for at least 60 days
- Complete the highlighted green sections of the *Title III Grant Order Form*
- Order forms must be completed in its entirety to be processed
- On orders totaling more than one page-Do not detail materials on order form. Type “As per attached quote”. Enter total amount of order.
- Orders are processed in order of submission. Errors may delay processing.

### SUBMITTING Order

- Send an email to [lec@browardschools.com](mailto:lec@browardschools.com) with the required documents found at <https://browardschools.instructure.com/courses/598658>
  - Supplement Not Supplant Provision for Title III (*signed*)
  - Title III Grant Order Form
  - Quote from the company (must include shipping & handling and no tax)
- Email Subject line must contain the **Name of the School/Materials** (i.e., McArthur HS/Materials)
- Deadline for all orders is **December 6, 2019**

### AFTER Submitting Order

- Orders will be approved by the Director of the Bilingual/ESOL and submitted to the Budgets/Grants department for processing
- Upon receipt of your order, send packing slips, and invoices to [lec@browardschools.com](mailto:lec@browardschools.com). **DO NOT** send to your school’s bookkeeper or BSC/Grants
- Contact [lec@browardschools.com](mailto:lec@browardschools.com) or Jackie Alvarez at 754-321-2596 within two months of submitting if you have not received your order.

If you have any questions, you may contact any of the following Bilingual/ESOL Department staff at 754-321-2590 or email

[victoria.saldala@browardschools.com](mailto:victoria.saldala@browardschools.com)

[leyda.sotolongo@browardschools.com](mailto:leyda.sotolongo@browardschools.com)

[jackie.alvarez@browardschools.com](mailto:jackie.alvarez@browardschools.com)