Procedures for purchasing textbooks can be found at: http://www.bismarckschools.org/district/curriculum/selection-process/

PROCEDURES MUST BE COMPLETE PRIOR TO FILLING OUT THIS REQUEST

REQUEST FOR TEXTBOOKS

☐ **New Textbook**
☐ **Increased Enrollment/Replacement Textbook**

PO Number _____

School _____

Department _____

Program _____

Requested By _____

Textbooks for _____ school year

Date Submitted _____

Approved By _____

Account Code _____

Suggested Vendor – Give Complete Address

Vendor _____

Address _____

City/State/Zip _____

Telephone No. _____

Fax No. _____

Vendor Representative _____

Textbook Purchase Checklist:

Will this textbook be purchased by other BPS schools? ☐ Yes ☐ No (please select school/s)

☐ BHS ☐ CHS ☐ SCHS ☐ HMS ☐ SMS ☐ WMS

Has the required matrix been completed?
☐ Yes (please attach) ☐ No

Has the required demo of software/media components been presented by the vendor to a Technology Department representative and the textbook committee? ☐ Yes ☐ No

Increased enrollment/replacement textbook orders must have a justification attached.

				SPECIAL SERVICES			
Description Include Title, Copyright	**ISBN No.**	**Student Editions**	**Teacher Editions**	**Student Editions**	**Teacher Editions**	**Unit Price**	**Total Price**