

PURCHASE OF STATE ADOPTED MATERIALS ADOPTED BUT NOT FUNDED

Pursuant Section 59-31-70, school districts may purchase instructional materials on the *Comprehensive Master Title Listing*, but not funded by Department of Education, when the materials are needed for instruction. The materials must be purchased from the Central Depository/publisher under contract with the State Board. Should funds become available for these materials at a later date, the district is entitled to a reimbursement. The amount of the reimbursement shall not exceed the lesser of the amount of the invoice or the calculated cost based on the per item price as stated in the *Master Title Listing*.

1. Schools should submit a copy of the paid invoice to the State Instructional Materials Office within ninety days of the purchase with a statement signed by the superintendent or designee that the number of materials purchased does not exceed the enrolled student population for those courses for which the materials were purchased.
2. Requests for reimbursement relative to Section 59-31-70 are verified and recorded by the State Instructional Materials Office.
3. Outstanding claims for reimbursement (invoices) are reviewed annually prior to allocating appropriations for instructional materials.
4. Claims are paid when adopted materials are funded for which an outstanding claim for reimbursement exists.

Note: The purchase of 1-year digital access is NOT reimbursable.