

Instructions for Requesting Commissioner's List Materials

Using EMAT Commissioner's List Requisition for Requesting Commissioner's List Materials

Commissioner's List materials may be obtained through EMAT by one of two methods. If a district has eligibility under a particular subject area after requesting the materials from the State Board of Education-approved list, they may request funds in EMAT for purchase of Commissioner-adopted electronic textbooks by completing an EMAT Commissioner's List Requisition. The funds will be sent to the district through TEA's Accounting System. If the district does not have eligibility, the district may request Commissioner's List items on a Credit Requisition using their textbook credits (see page 8 of these instructions for details).

The Commissioner's List Requisition is subject to EMAT prerequisites, which are located in the top portion of the District Start Page depicted on page 2 of these instructions. The Commissioner's List Requisition is available after the school year prerequisites, Annual - Subscription Renewals, and Annual - New Adoptions requisitions have been completed.

The purpose of this requisition is to order Commissioner's List instructional materials once the classroom set requirement has been met. As defined in 19 Texas Administrative Code (TAC) Section 66.104(s), "A classroom set shall be defined as the total count of SBOE-adopted textbooks on the conforming or nonconforming list necessary to provide one copy to each student during the class period." This definition includes both print textbooks and electronic textbooks adopted by the SBOE. Individual districts will decide the number of SBOE-adopted textbooks that make up a classroom set; however, the requirement applies only to Proclamation 2010 and future adoptions. The classroom set requirement does not apply to previous adoptions. TEA will require school districts to certify that they are ordering classroom sets on the Local Board of Trustees Certification form.

Key Points When Ordering Commissioner's List Instructional Materials:

- Generates textbook credits if the textbook is less than max cost and the materials are in their first year of adoption based upon the following formula: $Credit = Quantity\ Ordered * ((Max\ Cost * Use\ Ratio) - Unit\ Cost) * District\ Credit\ %$.
- Will require districts to order State Board of Education (SBOE) classroom set **except when** there are no SBOE materials adopted for the same subject and grade or when MLC is teacher based. (The English Language Proficiency Standards TE subject area is one example of a teacher-based MLC.)
- The grade tabs and the MLC under each grade will only appear on the requisition if there is commissioner's list instructional material available.
- Commissioner's List materials do not expire when a MLC is under adoption. Only SBOE items are subject to the SBOE adoption process.
- Districts are responsible for ordering Commissioner's List instructional material directly from the publisher.
- TEA will send payments to Districts for the portion of the cost that TEA (the max cost multiplied by quantity ordered) is responsible after the Commissioner's List requisition is approved. Districts are responsible for paying the publisher for the full cost.
- The Commissioner's List materials are electronic and will not be shipped or subject to surplus rules.

Instructions for Creating the EMAT Commissioner's List Requisition

To access and use the Commissioner's List Requisition, follow the steps in the example below:

1. From the District Start Page, click the **Create New Requisition** link, shown next to the EMAT - Commissioner's List Requisition label.

*Select a School Year 2010-2011 District/Charter **227901** **AUSTIN ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form was received on 3/29/2010. [EMAT Enrollment](#) [EVI Enrollment](#)

October month-end enrollment data is complete. [Update Summer Ship Dates](#)

Summer Shipment dates have been Completed. [Update Surplus](#)

Surplus reporting has been Submitted.

Outstanding Shipping and Receiving Notices

Receive outstanding Surplus Shipment(s) [Receive Surplus Shipments](#)

Receive outstanding EVI Shipment(s) [Receive EVI Shipments](#)

Show Complete Requisitions

Requisition List			
Requisition ID	Last Submitted	Requisition Type	Link to Requisition
NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		EVI - Supplemental - Braille	Create New Requisition
NEXT		EVI - Supplemental - Large Type	Create New Requisition
NEXT		EMAT - Annual - Continuing Adoptions	Create New Requisition
NEXT		EMAT - Commissioner'S List Requisition	Create New Requisition
NEXT		EMAT - State-Dev Open-Source Requisition	Create New Requisition
NEXT		EMAT - Supplemental Requisition	Create New Requisition

Additional Transactions and Reports

[Confirm Contacts](#)

[Confirm Addresses](#)

[Quotas](#)

[Report Lost/Damaged/Destroyed/Worn-Out](#)

[Consumable Media Change](#)

[Ship to STRC](#)

[EMAT Inventory Browser](#)

[EVI Inventory Browser](#)

[Textbook Credits](#)

[Reports](#)

2. The Requisition Summary tab is displayed. The requisition screen has a tab for each grade level through eighth grade and a tab for each subject area for high school (*as long as there is Commissioner's List material adopted for the respective grade*). Note that the Shipping Date is not shown; Commissioner's List materials are electronic and will be downloaded from a publisher's website. Also notice that the **Submit to TEA** button is located on the Summary tab. The **Save Work** button is on every grade tab. Click on the appropriate grade level or subject area tab.

Requisition Summary **1st Grade** High School - ELA

County District 227901 AUSTIN ISD Save Work

School Year 2010-2011 Requisition ID NEXT Requisition Status In Progress **EMAT - Commissioner'S List Requisition**

To submit this requisition, you must enter your orders on the grade level tabs above. Click the Save Work button to save any data you have entered. Pressing the Certify and Submit to TEA button submits the Requisition for approval and prohibits the return for continued editing.

A payment will be issued to your school district within 7 business days of TEA approval. When the payment has been processed, an email will be sent to the textbook coordinators at your district. Click on the "View Payment Information" link to view the document number, payment ID, payment date and amount of the payment. **Districts are responsible for ordering material directly from the publisher specified on the Requisition Summary.** Districts will need to click on the View/Print Requisition Summary link and look under the column labeled, Depository/Publisher, to find contact information for each publisher. **These state-issued funds are to be spent ONLY for the materials listed on this requisition.**

<p>Select a Delivery Address</p> <p>Delivery Address 227901002</p> <p>EMAT Delivery Point 3701 WOODBURY</p> <p>AUSTIN TX 78704</p>	<p>Requisition Information</p> <p>Last Updated By</p>										
<p>View/Print Options</p> <p>View/Print Requisition Summary</p>	<p>Financial Information</p> <table> <tr><td>Textbook Credit</td><td>\$0.00</td></tr> <tr><td>Total TEA Cost</td><td>\$0.00</td></tr> <tr><td>Total Due from District to Publisher(s)</td><td>\$0.00</td></tr> <tr><td>Amount to be paid with District Funds</td><td>\$0.00</td></tr> <tr><td>Amount to be paid to District by TEA</td><td>\$0.00</td></tr> </table>	Textbook Credit	\$0.00	Total TEA Cost	\$0.00	Total Due from District to Publisher(s)	\$0.00	Amount to be paid with District Funds	\$0.00	Amount to be paid to District by TEA	\$0.00
Textbook Credit	\$0.00										
Total TEA Cost	\$0.00										
Total Due from District to Publisher(s)	\$0.00										
Amount to be paid with District Funds	\$0.00										
Amount to be paid to District by TEA	\$0.00										

- Enter the **Student Requisition Quantity** and **Teacher Requisition Quantity** if applicable. If you have already entered the actual population, EMAT automatically calculates the Eligible Quantity of materials that you can order. If you need to change the actual population, click on the **Change Population** link button. Once you tab out of the quantity field, the system will check to ensure the **classroom set** requirement has been met.

Requisition Summary **1st Grade** High School - ELA

County District 227901 AUSTIN ISD Save Work

School Year 2010-2011 Requisition ID NEXT Requisition Status In Progress **EMAT - Commissioner'S List Requisition**

Eligible Multi-List Codes Find First 1 of 1 Last

Requisition	MLC	ISBN	Title	Eligible Quantity	Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served	Inventory Quantity On Hand	Population	Standard Price	State Max	District Cost	Textbook Credit Amount
9045		9780312592707	Commissioner's List The Language of Composition, Texas Packa	7770	7000				7400	\$51.25	\$51.43	\$0.00	

Windows Internet Explorer

You are not eligible to order this item. Please reset the quantity back to zero. (29600,42)

A SBOE classroom set is required. The item can only be ordered if a SBOE item is on hand/intransit under the same MLC or there is no SBOE title adopted for the MLC.

OK

EMAT - Commissioner's List Requisition

District / Charter 227901-AUSTIN ISD
 Requisition ID:000024817
 Status: In Progress

Last Updated by: AMCCLINTIC-2010-03-30T09:45:21 AM
 Expected Ship Date: 01/19/2011

Commissioner's List

Depository /Publisher:
 Holtzbrinck Publishing Services(Payee vendor for Bedford Freeman Worth)
 Order Contact Name
 OrderContact@holtzbrinck.com
 Order Address
 Anywhere TEXAS 78701
 Phone : 512/444-8999
 WWW.HOLTZBRINCKORDERS.COM

Order Contact Information for first Publisher

MLC	ISBN	TITLE	TEKS %	Max Cost	Student Quantity	Teacher Quantity	Student Served	Unit Price	District Cost	Textbook Credit Generated	TEA Cost	Total Due from District to Publisher
9045	9780312592707	Commissioner's List The Language of Composition, Texas Package	100.00	\$51.43	7000	350	0	\$51.25	\$0.00	\$630.00	\$358,750.00	\$358,750.00

Textbook Credit Generated	\$630.00	
Total TEA Cost	\$358,750.00	
*Total Due from District to Publisher Holtzbrinck Publishing Services(Payee vendor for Bedford Freeman Worth)	\$358,750.00	Payment due from District to first Publisher
Amount to be paid with District Funds	\$0.00	
Amount to be paid to District by TEA	\$358,750.00	

Houghton Commissioner's List Order Contact Name
 houghton@hmhpub.com
 Order Address
 Anywhere TX 78701
 Phone : 512/555-1111
 HTTP://WWW.ORDERWEBSITE.COM

Order Contact Information for second Publisher

MLC	ISBN	TITLE	TEKS %	Max Cost	Student Quantity	Teacher Quantity	Student Served	Unit Price	District Cost	Textbook Credit Generated	TEA Cost	Total Due from District to Publisher
1004	9780547250168	Commissioner's List Texas Journeys (Grade 1)	100.00	\$105.52	7000	350	0	\$105.52	\$0.00	\$0.00	\$738,640.00	\$738,640.00

Textbook Credit Generated	\$0.00	
Total TEA Cost	\$738,640.00	
*Total Due from District to Publisher Houghton Mifflin Harcourt Publishing Company	\$738,640.00	Payment due from District to second Publisher
Amount to be paid with District Funds	\$0.00	
Amount to be paid to District by TEA	\$738,640.00	

Textbook Credit Generated	\$630.00	
Total TEA Cost	\$1,097,390.00	
*Total Due from District to All Publisher	\$1,097,390.00	Grand Totals for Order
Amount to be paid with District Funds	\$0.00	
Amount to be paid to District by TEA	\$1,097,390.00	

* If an amount appears next to "Total Due from District to Publisher", the school district or open-enrollment charter school is responsible for paying that amount directly to the affected publisher. Payment should not be sent to TEA. Additionally, if an amount appears next to "Amount to be Reimbursed to District by TEA", the district will receive a payment from TEA, but will be responsible for ordering the material directly from the designated publisher/depository.

- When all requisition information is correct, click the **Certify and Submit to TEA** button to submit the requisition for processing. The Commissioner's List Requisition requires certification from the District. The District Textbook Coordinator must read and attest to the certification message and enter their contact phone number and **select OK**.

By clicking on Certify and Submit, you are certifying that funds paid out by TEA will be used to purchase the items selected. Please provide your phone number below in case TEA needs to contact you about this order. Then click the OK button. Thank you.

Phone Number:

Phone Ext:

- After saving and submitting the requisition, TEA will review the Commissioner's List Requisition before approving.
- Once TEA has approved the Commissioner's List Requisition, the **district will need to order and pay the publisher** for the Commissioner's List instructional materials. The publisher order contact information will be displayed on the Requisition Summary accessed by clicking the **View/Print Requisition Summary** link.

9. To check the status of the payment from TEA to the district, click the **Show Complete Requisitions** checkbox and then select the **"Complete"** link next to the applicable Commissioner's List requisition.

*Select a School Year 2010-2011 District/Charter **227901** **AUSTIN ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form was received on 3/29/2010.

month-end enrollment data is complete. [EMAT Enrollment](#) [EVI Enrollment](#)

Summer Shipment dates have been Completed. [Update Summer Ship Dates](#)

Surplus reporting has been Submitted. [Update Surplus](#)

Outstanding Shipping and Receiving Notices

Receive outstanding Surplus Shipment(s) [Receive Surplus Shipments](#)

Receive outstanding EVI Shipment(s) [Receive EVI Shipments](#)

Show Complete Requisitions

Requisition ID	Last Submitted	Requisition Type	Link to Requisition
0000024811	03/30/10	EMAT - Annual - New Adoptions	Complete
0000024812	03/29/10	EMAT - Annual - Subscription Renewals	Complete
0000024817	03/30/10	EMAT - Commissioner'S List Requisition	Complete
NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		EVI - Supplemental - Braille	Create New Requisition
NEXT		EVI - Supplemental - Large Type	Create New Requisition
NEXT		EMAT - Annual - Continuing Adoptions	Create New Requisition
NEXT		EMAT - Commissioner'S List Requisition	Create New Requisition
NEXT		EMAT - State-Dev Open-Source Requisition	Create New Requisition

Additional Transactions and Reports

- [Confirm Contacts](#)
- [Confirm Addresses](#)
- [Quotas](#)
- [Report Lost/Damaged/Destroyed/Worn-Out Consumable Media Change](#)
- [Ship to STRC](#)
- [EMAT Inventory Browser](#)
- [EVI Inventory Browser](#)
- [Textbook Credits](#)
- [Reports](#)

10. Once on the Commissioner's List Requisition Summary tab, the **View Payment Information** link is available if a payment has been transmitted from TEA to the district. Additionally, the district Textbook Coordinator will receive an email notification when the payment is sent through the TEA Accounting System. The following (example) Payment information will become available.

The below Payment(s) has been issued to your district for Requisition ID . Contact your districts business office for disbursement information.

Document Number	Payment ID	Payment Date	Amount
91309112	0006855	15-MAR-2010	10,208.00

Additional Information - Commissioner's List

Which Requisitions are available to order the instructional materials?	EMAT Commissioner's List
How are these instructional materials ordered?	The district places the order directly with each Publisher associated to each program based upon the information provided on the Requisition Summary in EMAT.
How are these instructional materials shipped?	The materials are not shipped since they are all electronically accessed through the web or downloaded directly by the district from the Publisher.
How are these instructional materials paid?	The district pays the Publisher for the order. If the instructional materials are equal to or less than the maximum cost, then TEA will generate a payment to the district for the full order amount. If the instructional materials exceed the maximum cost, then the district will have to pay the publisher a portion of the order cost out of district local funds and TEA will pay the district for remaining costs covered.

Statewide Licensed Materials

The Commissioner of Education approved a statewide bid for ELPS teacher resource materials for grades 9-12 from the publisher A+Rise. Because these ELPS materials are teacher-based, the requirement to order classroom sets of these materials does not apply.

Districts have two options during the 2010 - 2011 school year to access the statewide license.

Option 1: Districts may select the Commissioner's List A+Rise product for ELPS teacher materials in EMAT, and textbook credits will be generated for their district. Such selections would be subtracted from the district's eligibility for ELPS teacher materials.

Option 2: Districts may select a SBOE-adopted ELPS teacher resource product in EMAT. If the product is at maximum cost, no credits will be generated. If the product is under the state maximum cost, textbook credits can be generated. The selection would be subtracted from the district's eligibility for ELPS teacher materials. Districts could also access the A+Rise statewide license for teacher materials at no cost and with no impact on their district's eligibility for ELPS teacher materials. If the statewide licensed materials are going to be used at no cost, then the material would not be ordered in EMAT.

Below is a table that outlines how districts should execute the order process for statewide licensed materials based upon the adopted material type or EMAT Type.

Additional Information - Commissioner's List Statewide Licensed Materials

Which Requisitions are	EMAT Commissioner's List
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available to order the instructional materials?	
How are these instructional materials ordered?	The district receives material access information for each Publisher associated to the programs ordered. This information is provided on the Requisition Summary in EMAT.
How are these instructional materials shipped?	The materials are not shipped since they are all electronically accessed through the web or downloaded directly by the district from the Publisher.
How are these instructional materials paid?	TEA pays the Publisher associated to each statewide licensed program item in EMAT.

Using Credits

Credit Requisitions for Instructional Materials

There are two different credit transactions in EMAT that districts can use to spend their textbook credits: the Credit Requisition and the Credit Disbursement. **A Credit Requisition should be used when requesting Commissioner’s List materials with textbook credits.**

- Credit Disbursements**
 Credit Disbursements can be used by districts to request a disbursement of credits from the district credit balance for purchases of state-approved technological equipment and supplemental materials. Instructions for completing a request for credit disbursement will be provided when this function is available to districts.
- Credit Requisition**
 The Credit Requisition can be used by districts to purchase additional instructional materials contained within EMAT. The instructional materials include additional SBOE-adopted textbooks, Commissioner-adopted textbooks, State-Developed Open-Source textbooks, and SBOE mid-cycle-adopted textbooks. Step-by-step instructions for accessing the Textbook Credits requisition are found below.

To access and use the Textbook Credits requisition, follow the steps in the example below:

- From the District Start Page, click the **Textbook Credits** link, shown in the Additional Transactions and Reports group box.

*Select a School Year 2010-2011 District/Charter **178904** **CORPUS CHRISTI ISD**

All requirements described below must be met prior to submitting Annual EMAT Requisitions.

Local Board of Trustees Certification form was received on 3/29/2010.
 October month-end enrollment data is complete. [EMAT Enrollment](#) [EVI Enrollment](#)
 Summer Shipment dates have been Completed. [Update Summer Ship Dates](#)
 Surplus reporting has been Submitted. [Update Surplus](#)

Outstanding Shipping and Receiving Notices
 Receive outstanding Surplus Shipment(s) [Receive Surplus Shipments](#)
 Receive outstanding EVI Shipment(s) [Receive EVI Shipments](#)

Show Complete Requisitions

Requisition List Find 1-8 of 8			
Requisition ID	Last Submitted	Requisition Type	Link to Requisition
NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		EVI - Supplemental - Braille	Create New Requisition
NEXT		EVI - Supplemental - Large Type	Create New Requisition
NEXT		EMAT - Annual - Continuing Adoptions	Create New Requisition
NEXT		EMAT - Commissioner'S List Requisition	Create New Requisition
NEXT		EMAT - State-Dev Open-Source Requisition	Create New Requisition
NEXT		EMAT - Supplemental Requisition	Create New Requisition

Additional Transactions and Reports

[Confirm Contacts](#)
[Confirm Addresses](#)
[Quotas](#)
[Report Lost/Damaged/Destroyed/Worn-Out](#)
[Consumable Media Change](#)
[Ship to STRC](#)
[EMAT Inventory Browser](#)
[EVI Inventory Browser](#)
[Textbook Credits](#)
[Reports](#)

2. The Credit Summary tab is displayed. Click **Create New Credit Requisition** link.

Credit Summary Credit Generation Detail Credit Usage Detail

County District 178904 CORPUS CHRISTI ISD Region 2
 Business Unit B2904 District Type Independent School District Status Active


Credit Summary		Available Transactions	
Total Credit Generated	\$34,672.28	Create New Credit Requisition	
Total Credit Used	\$11,160.27		
Current Credit Balance	\$23,512.01		

Credit Generated by School Year		Credit Usage by School Year	
Year	Amount	School Year	Amount
1	2010-2011	1	2010-2011
	\$34,092.00		\$11,160.27
2	2009-2010		
	\$580.28		

[Go back to Start Page](#)

3. After the Credit Requisition Summary tab is displayed, click on the **Credit Requisition** tab.

- In the Credit Requisition, complete the information for **Grade Level**, **Multilist Code**, **ISBN**, and **Quantity**. Note: Click on the magnifying glass next to Multilist Code and ISBN to search for the appropriate title.



TEXAS EDUCATION AGENCY

Requisition Summary

Credit Requisition

Summary | Credit Requisition


County District 178904 CORPUS CHRISTI ISD
 School Year 2010-2011 Requisition ID 0000024830 Requisition Status In Progress **Credit Requisition**

Textbook Credit Amount \$34,672.28 Charges on this Requisition \$15,635.26 Remaining Amount \$19,037.01 The requisition shows a running total of the requisition amount and remaining credit balance

Credit Requisition												Download to Excel	1-2 of 2
Grade Lvl	Multilist Code	Description	ISBN	Long Description	Student Requisition Quantity	Teacher Requisition Quantity	Student Population for Order	Standard Price	State Max	TEA Paid from Credits	District Cost		
1	High School - Math	9151	ALGEBRA I	9780312592707	MathXL® for School 6-Year Access	100		\$62.00	\$62.07	\$3,660.26	\$2,539.73	+	-
2	1st Grade	1004	ENGLISH LANGUAGE ARTS & READING, GRADE 1	9780547250168	Commissioner's List Texas Journeys (Grade 1)	100		\$75.00	\$105.52	\$7,500.00	\$0.00	+	-

The Item Detail icon can be accessed in any requisition to acquire additional program information

District Cost is a result of material cost exceeding the State Max or from non-conforming material

- To view additional detail about the program, select the  icon to the right of the ISBN field. The **Item Details** page displays information regarding the material, including if it non-conforming, and other important information.
- You can add additional titles by clicking on the plus “+” sign to add another line.
- To save your information, go back to the Summary tab to **Save Work**.
- To review the requisition before submitting, click the **View/Print Requisition Summary**. The Credit Requisition Summary provides the summary of all instructional materials grouped with subtotals for EMAT Type (SBOE Adopted, Commissioner's List, and State-Developed Open-Source) and publisher, and sorted by MLC and ISBN. The subtotals include the following information:

- Total TEA Cost
- Total Due from District to Publisher
 - Amount to be paid with District Funds
 - Amount to be paid to District by TEA

Requisition Summary

Credit Requisition

District / Charter 178904-CORPUS CHRISTI ISD
 Requisition ID:000024830
 Status: In Progress

Last Updated by: AMCLINTIC-2010-03-30T10:47:08 PM
 Expected Ship Date: 06/07/2010

Commissioner's List

Depository / Publisher:

Houghton Mifflin Harcourt Publishing Company
 Houghton Commissioner's List Order Contact Name
 houghton@hmhpub.com
 Order Address
 Anywhere TX 78701
 Phone : 512/555-1111
 HTTP://WWW.ORDERWEBSITE.COM

Districts are responsible for ordering and paying publishers for Commissioner's List materials even if they are ordered on the Credit Requisition. TEA will pay the district for the TEA Cost which is summarized in the "Amount to be paid to District by TEA" by publisher and by EMAT Type.

MLC	ISBN	TITLE	TEKS %	Max Cost	Student Quantity	Teacher Quantity	Student Served	Unit Price	District Cost	TEA Cost	Total Due from District to Publisher
1004	9780547250168	Commissioner's List Texas Journeys (Grade 1)	100.00	\$105.52	100	0	0	\$75.00	\$0.00	\$7,500.00	\$7,500.00

Total TEA Cost \$7,500.00
***Total Due from District to Publisher** Houghton Mifflin Harcourt Publishing Company **\$7,500.00**
 Amount to be paid with District Funds \$0.00
 Amount to be paid to District by TEA \$7,500.00

Total TEA Cost \$7,500.00
***Total Due from District to All Publisher** **\$7,500.00**
 Amount to be paid with District Funds \$0.00
 Amount to be paid to District by TEA \$7,500.00

SBOE Adopted

Depository / Publisher:

Holtzbrinck Publishing Services(Payee vendor for Bedford Freeman Worth)
 Order Contact Name
 OrderContact@holtzbrinck.com
 Order Address
 Anywhere TEXAS 78701
 Phone : 512/444-8999
 WWW.HOLTZBRINCKORDERS.COM

TEA transmits the SBOE orders to the Depository and pays the Depository for the materials for the TEA Cost. The district is still responsible for the District Cost, which are summarized by publisher.

MLC	ISBN	TITLE	TEKS %	Max Cost	Student Quantity	Teacher Quantity	Student Served	Unit Price	District Cost	TEA Cost	Total Due from District to Publisher
9151	9780312592707	Math.ML# for School 6-Year Access	58.97	\$82.07	100	0	0	\$62.00	\$2,539.73	\$3,660.27	\$2,539.73

Total TEA Cost \$3,660.27
***Total Due from District to Publisher** Holtzbrinck Publishing Services(Payee vendor for Bedford Freeman Worth) **\$2,539.73**
 Amount to be paid with District Funds \$2,539.73
 Amount to be paid to District by TEA \$0.00

Total TEA Cost \$3,660.27
***Total Due from District to All Publisher** **\$2,539.73**
 Amount to be paid with District Funds \$2,539.73
 Amount to be paid to District by TEA \$0.00

9. When all requisition information is correct, click the **Submit to TEA** button. The Credit Requisition status changes to "Complete" with no TEA approval step required.
10. Once the Credit Requisition has been processed, the **district will need to order and pay the publisher** for any Commissioner's List instructional materials listed on the Requisition Summary and the portion of district cost for SBOE materials. TEA will process and pay the Depositories for the TEA portion of the cost of SBOE materials ordered. Districts access the Requisition Summary by clicking the **View/Print Requisition Summary** link.
11. Districts can view payment information on the Requisition Summary tab by selecting the **View Payment Information** link. This link is available if a payment has been transmitted from TEA to the district. Additionally, the district Textbook Coordinator will receive an email notification when the payment is sent through the TEA Accounting System. The following (example) Payment information will become available.

The below Payment(s) has been issued to your district for Requisition ID . Contact your districts business office for disbursement information.

Document Number	Payment ID	Payment Date	Amount
91309112	0006855	15-MAR-2010	10,208.00