

Procedures for Ordering Materials

Procedures & Order Forms available at:

<http://ese.mysdhc.org/resources/PPPSS/PPPSS>

Process for the ordering of materials for parentally placed private school students with disabilities.

There are three submission deadlines for ordering materials: November 30, 2013 January 30 & April 30, 2014.

Schools will be reminded of submission deadlines during the annual Consultation meeting, by email, and on the PPPSS website: 2 weeks in advance, 3 days prior and the day of the deadline.

Private Schools will be provided with examples of elementary, middle, and high school curricula. This information can be found using the following link:

<http://ese.mysdhc.org/resources/PPPSS/PPPSS>

Order Form for Materials: Guidelines

	Date requested: _____	Submission date	
Private School Name: _____			
Delivery Address _____			
city _____ state _____ zip _____			
Name/Title of Contact Person: _____			
Contact Phone Number/Ext: _____			
Number of Students with Disabilities who will be using materials: _____		<p style="text-align: center;">This number should be equal to, or less than the number, your school reported on last years' child count.</p>	
Types of materials:			
Consumable _____ Non-Consumable _____		Consumable=workbook	
Annual Subscription:			
New _____ Renewal _____		Software or magazine subscription	
Describe how the requested materials/textbooks will be used to benefit students with disabilities at your site: _____			
Where will materials be housed at your site? (please list specific areas or classrooms) _____			
Item/Description	Vendor Name	Cost/Vendor Quote (attach)	Quantity
		<p>All orders must have an attached quote from vendor! Call the vendor, and the vendor will fax or email a price quote. Ask for discounts such as free shipping, special rates and bonus materials for your students.</p>	
In accordance with federal regulations, we agree that the materials will be used exclusively by students with disabilities.			
Signed _____		Signed _____	
Representative		Principal	

Private school submits completed form, with attached vendor's quotes, via fax, US mail, or email:

ATTN: Sandra Marra/ PPPSS
 Exceptional Student Education
 Hillsborough County Public Schools
 1202 E. Palm Avenue
 Tampa, Florida 33605

Fax: 813-273-7340 or Email: Sandra.marra@sdhc.k12.fl.us For Questions Phone: 813-273-7113 or 273-7596

- The order will be approved by PPPSS representative and PPPSS will submit to SDHC ESE accounting department. (The time from private school order placement to submission to vendor may be 1-2 weeks)
- The order will then be sent to vendor.
- The private school contact person will be informed of the expected delivery date. (vendor determines delivery date)
- A packing list from the vendor will be included with each delivery to private school site.
- The private school checks off the contents of the delivery on the packing list.
- The private school signs the packing list to verify the contents and receipt of all listed contents.
- The private school returns the signed packing slip as a receipt/verification of the delivery via fax, US mail, or email (scanned):

ATTN: Sandra Marra/ PPPSS
 Exceptional Student Education
 Hillsborough County Public Schools
 1202 E. Palm Avenue
 Tampa, Florida 33605

Fax: 813-273-7340 or Email: Sandra.marra@sdhc.k12.fl.us For Questions Phone: 813-273-7113 or 273-7596

End of Year Review

- The private school representative may complete a review form of materials. Useful reviews of materials will be posted to website. (without school name)
- If a private school has unused materials at the end of the year, the principal or site administrator may contact the PPPSS representative for collection.

Ordering Process		
Dates	SDHC	Private Schools
Nov. 8	Provide submission deadlines, and procedures on website & in Consultation meetings.	
Nov. 15, Jan. 15, & April 15	Email procedures & forms to schools at least 2 weeks in advance with contact info.	Read Procedures for Ordering Materials.
		Look at materials lists to find appropriate materials to meet students with disabilities needs.
Nov. 27, Jan. 27, & April 27	Repeat 3 days prior to deadline.	Call vendors to get quotes for materials. Always check for discounts and free shipping. Get quotes by email or fax.
Nov. 30, Jan. 30, & April 30	Send reminder on day of deadline.	Submit order forms with vendor quotes attached for materials by deadlines to PPPSS by US mail, fax or email.
	Email from Accounting will state that order has been placed with vendor.	
	Send email to Private school contact person to know to expect delivery.	Check off contents of delivery on packing slip included in delivery.
		Sign packing slip to verify receipt of contents.
		Return purchase order/packing slip to PPPSS as receipt/ verification of delivery by US mail, fax or email.
May 15		Schools complete materials evaluation form.
May 30		Schools request pickup of unused materials.
June 15	Post useful reviews on website.	

