

Textbook Purchases

**BCIT BOARD OF EDUCATION
Office of the School Business Administrator**

Textbook Purchases

Textbook Order Rationale Form

A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)

Please check the appropriate box(es) that apply to the purchase.

- Purchase is in accordance with the textbook replacement plan;
- Purchase is to replace lost, stolen or destroyed textbooks.
- Purchase of textbooks reflect a change of curriculum.
- Purchase reflects a new edition of textbook.

B. Documentation Requirement

The textbook(s) on this Purchase Order may be found on the school district website.

Curriculum Revision*
and
Textbook Review Plan

*Attach a copy of the page from this document highlighting the textbook(s) to be purchased.

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

Curriculum Department Review and Approval

Approved _____ _Denied _____

Curriculum Director _____ Date _____

(Appendix J)