

IMA Request Process & Timeline

Please allow **35-55 business days** for the following steps to be completed. Please note items requiring board approval could take longer. Failure to complete any of these steps will result in further delay.

- 1 **Complete TIMA Instructional Materials Requests Forms
(found internally on DISD IMA website)**
- 2 **Complete request forms and send to Angela Ricks and Jeff Baker
(incomplete forms will be sent back for completion)**
- 3 **Once all completed forms are received--a TIMA Committee meeting will be scheduled within 3-5 business days; TIMA Committee will vote whether to approve or deny request; You will be notified via email whether your request was approved or denied**
- 4 **Requests exceeding \$150,000.00 require DISD School Board of Trustees approval; Please contact Director of Purchasing - Dianna Casper for any requests exceeding \$150,000.00; Please note that due to varying Board of Trustee meeting schedules--it can take up to 90 days to gain board approval**
- 5 **Please verify with Director of Purchasing - Dianna Casper if your request requires a signed contract/agreement; If so--you MUST submit this document through the Contract Approval Process via the DISD Purchasing Department;**
- 6 **All instructional materials software requests MUST be tested to ensure it will work on district devices and the DISD network; Please contact the DISD Technology Department prior to submitting your request;**
- 7 **Instructional Materials Coordinator-Jeff Baker will input request into TEA's EMAT ordering system within 1-3 business days of TIMA Committee approval**
- 8 **TEA will review request within 15-20 business days of date of submission and either approve or request additional information; If TEA requests additional information, this can delay approval and additional 3-5 business days; Although rare, it is possible TEA could deny our disbursement request and you will be notified should this occur;**
- 9 **Once TEA approves request, it takes approximately 7-10 business days to receive electronic funds from TEA**
- 10 **Once funds are received from TEA, a budget amendment transfer must be completed by the DISD Business Office to place funds in appropriate Instructional Materials account (please allow 5-7 business days for this process to be completed)**
- 11 **Once funds have been posted to the appropriate Instructional Materials account-the Instructional Materials Department will input a requisition into e-Finance**
- 12 **Once a requisition has been input, please allow 2-4 business days for purchase order approval barring any delays**
- 13 **Once purchase order has been completed, the Instructional Materials Coordinator-Jeff Baker, will email vendor electronic copy of final purchase order for processing**