**Steps for Ordering Materials**

Complete the following steps to order your materials:

* \_\_\_\_\_ Request **accurate quotes** from the companies you are using.  If you already have these to get prices for your pilot request,  you can use them as long as they have not expired.
  + If you are using a company like Amazon that does not do quotes, please print off the page with the item so that Karen Benaway (HS) and Mary Carr (Elem & MS) can see it and make sure she is ordering the correct thing.
* \_\_\_\_\_ High School - Complete the **ACC Preliminary Requisition Form**. Copies of this form can be found on the Stage 1 ACC website.  **You need one form per company.**
  + Please check multiple times to make sure you have the correct ISBN/item number.  This is how Karen (HS) find the items.  Forward the requisition form and the quotes to Karen Benaway (HS) within two weeks after the study has been approved by ACC.
* \_\_\_\_\_ Middle School & Elementary – Complete the PO Data Entry Form located on this site or under Docs and Forms on the district staff website. **You need one form per company**.
  + Please check multiple times to make sure you have the correct ISBN/item number.  Forward completed forms and the company quotes to Mary Carr for processing within two weeks after the study has been approved by ACC.