

2018-19 Elementary Math Textbooks Ordering Procedures

Please follow the procedures below to complete your school's math textbook order for the 2018-19 school year.

1

Verify the school name, address, and school location code (LOCN) at the top of the spreadsheet. Type in the principal's name.

2

In section two (5th column from the left), enter the total number needed for each item. Please include special education students in your count.

- Schools may order less or more copies of any particular item as long as the total number of books ordered for 2018-19 is equal to the total number of books initially ordered for 2017-18.

3

Verify that the total number of Math Expression Student Activity Book listed is equal to the total number of Student Activity Books ordered initially.

4

Verify that the total number of Math Expressions Supplemental Materials is equal to the total number ordered initially.

To place an order beyond the number of books allotted for on the excel worksheet, please contact Joseph Espinosa.

If you need additional support or have any questions, please contact jae0598@lausd.net

Math Expressions

ELEMENTARY SCHOOL HMH Math Expressions ANNUAL SHIPMENT

1					
School Name					
Sch Address			LOCN		
LAUSD PO	4500150892, 4500164792, 4500172870		Principal:		

*this will be provided from the report/spreadsheet we are going to create for LAUSD with current future ship items for 2018.

GRADE	TITLE	ISBN	Initial Order	New Totals Needed		Difference in Amounts ³
			Totals ¹	for Upcoming School Yr ²		
K	Student Activity Book Collection	9780544258471	75		75	
1	Student Activity Book Collection	9780544258495	75		75	
2	Student Activity Book Collection	9780544258532	77		77	
3	Student Activity Book Collection	9780544258457	90	2	90	
4	Student Activity Book Collection	9780544258549	102		102	
5	Student Activity Book Collection	9780544258563	104		104	
6	Student Activity Book Collection	9780544466548			0	
TOTAL			523	3	0	523
	HMH MX PLCMT WHT BRD MATL GR1-2 '11	9780547389677	77		77	
	HMH MX PLCMT WHT BRD MATL GR03 '11	9780547389691	90		90	
	HMH MX PLCMT WHT BRD MATL GR04 '11	9780547389707	102		102	
	HMH MX PLCMT WHT BRD MATL GR05 '11	9780547389714	104		104	
TOTAL			373	4	0	373

¹Enter amounts included on your initial purchase order in this field.

²Enter totals that you are requesting for the upcoming school year in this field.

³This total includes the difference in the amounts between your initial order totals and the upcoming school year totals.

⁴This total should reflect a 0 amount, any overages in total amounts will need to be submitted on a new Purchase Order.