

# EMAT Ordering Checklist 2010

**Login – you may need to change your password**  
**Accept security assurances**

## **From the District Start page**

- Confirm Contacts and Addresses
- Delivery Address
- Update Shipping Dates
- Submitted Local Board of Trustee Certificate
- Quota - Fast Growth Indicator
- Entered EMAT Enrollment
- Entered EVI Enrollment
- October PEIMS Population Completed

## **EMAT Subscription Renewal Completed**

- Confirm populations if needed
- Update subscriptions
- Save work
- Submit to TEA

## **EMAT Annual New Adoptions**

- Confirm populations if needed
- Place order according to District selections
- Save work
- Submit to TEA

## **EMAT Annual Continuing Adoptions**

- Confirm populations if needed
- Order consumables [typically K-2]
- Order subjects/grade to accommodate population growth if needed
- Save work
- Submit to TEA

### **EMAT Commissioner's List Requisition**

- Must have ordered classroom sets – to be eligible to use
- Select subject areas to order
- Select corresponding electronic materials
- Enter student quantity
- Save work
- View and print summary
- Submit to TEA
- Certify and enter phone number
- Receive money from TEA
- Order materials from publisher/vendor
- District pays publisher/vendor

### **EMAT State Developed Open Source Requisition**

- Must have ordered classroom sets – to be eligible to use
- Select subject/electronic items to order
- Enter student quantity
- Save work
- View and print summary
- Submit to TEA
- Certify and enter phone number

### **EMAT - Supplemental Requisition [s]**

- Select subject areas to order
- Enter student and teacher quantity
- Save work
- View and print summary
- Submit to TEA