

The IMA Decision Making  
Process  
Step 4: Determining What to  
Purchase

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Budget

- As a team, develop a two-year budget based on identified needs.
- Develop budget codes that allow for each department/area to monitor its own budget
- Remember that state-adopted materials ordered through EMAT must be included in your budget

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Determining What to Purchase

- Create a standard set of instructional materials for each grade level/subject area
- Establish a procedure to handle requests that are outside the scope of the standard set.

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### Determining How to Purchase

- Review board policies to see if purchases of the instructional materials must go before the board of trustees
- Two other online tutorials: “**Senate Bill 6 Was a Game-Changer**” and “**SB 6 for Business Officials**” provide further guidance on the purchasing laws and regulations

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### Contacts for Answers

- Cliff Avery - Instructional Materials Coordinators  
Association of Texas
- Jennifer Bergland - Texas Computer Education Association
- Jackie Lain - Texas Association of School Boards
- Becky Bunte - Texas Association of School Business  
Officials
- Amy Beneski - Texas Association of Texas Administrators

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