**CIMC - APH ORDER FORM for the MATT Connect**

*E-mail order to:* [**cimcaphorders@csdb.org**](mailto:cimcaphorders@csdb.org) ***Please call with questions:* 719-578-2196**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_**  **Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:** \_\_\_\_ *Please verify this student meets the eligibility requirements for the Federal Quota Program and is therefore eligible to access the CIMC repository of APH educational materials. This information is color-coded (light blue) on your district’s “VI Registration” database report from the count day held annually on the first Monday in January.*  I verify this student IS CURRENTLY ELIGIBLE for the Federal Quota Census. (**initial here**🡪**\_\_\_\_\_\_**)  I understand Federal funding allocated to Quota eligible students is to be used for Quota eligible students.  I verify this MATT Connect device is intended for this Quota eligible student.(**initial here**🡪**\_\_\_\_\_\_**) | | | | **CIMC Use Only** Verify APH eligibility:  \_\_\_Yes - proceed w/order  \_\_\_\_No - student is not eligible  currently, please  notify TVI & AU contact    #20-\_ \_ \_ \_  \_\_\_\_\_\_ Pulled from  inventory  \_\_\_\_\_\_\_ Ordered APH.org  w/purchase order#  PO \_ \_ -20- \_ \_ \_ \_ \_-\_ \_ \_ Acct# FY KLAS# Order#  APH order # \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_ Print email/forward order  confirmation  \_\_\_\_\_\_ Email AU status  \_\_\_\_\_ backorder status  \_\_\_\_\_ receipt reminder  \_\_\_\_\_\_ Enter CDE database  \_\_\_\_\_\_ Excel or student database  \_\_\_\_\_\_ File in “Open Orders”book  \_\_\_\_\_\_ Date AU notified the  CIMC that the  *“Order has been*  *received complete*” | | |
| Administrative Unit or BOCES Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your school district name:  Your CIMC KLAS (library database) Code: **\_\_ \_\_ \_\_ \_\_ \_\_** | | | |
| Your AU designated CIMC contact person:  Name: \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \*( ) \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_  Email: \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    TVI who is ordering this MATT Connect  Name: \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \*( ) \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_  Email: \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Ship to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address line 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address line 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Colorado \_\_\_\_\_\_\_\_\_\_\_ | | | |
| Additional information from AU or CIMC to help process this order:  ***Please Order Responsibly.*** *Remember Quota funds are finite. The CIMC has never been intended to be a one-stop shopping source for everything needed to teach a student with visual impairment, including blindness. The CIMC tries to provide reasonable quantities of consumable materials while also reserving some Quota funds for higher cost items. Districts have agreed to ask administrators for funding to purchase materials from shop.aph.org using district funds.* | | | |
| **PRODUCT NAME**  *EXACTLY as it appears on the*  *shop.aph.org website please* | **APH CAT NO.**  *please include dashes* | **QTY.** | **COST EACH**  **TOTAL COST** | **CIMC use only**  Date  pulled from inventory | **CIMC use only**  Ordered from APH website | **CIMC use only**  Shipped out of CIMC |
| **MATT Connect™** | 1-03941-00 | 1 | **$2,995.00** |  |  |  |
| CIMC staff will enter the Tablet Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; Stand Serial Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **TOTALS*:*** |  | **1** | **$2,995.00** | AU: remember to email CIMC when your order is received complete. | | |

**Colorado Instructional Materials Center (CIMC): 1015 East High Street, Colorado Springs, CO 80903CO CDE Colorado Department of Education** 

*…Learning, Thriving, Leading*

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