Plain text version of the

2020-2021 CIMC APH EDUCATIONAL MATERIALS REQUEST FORM E-mail order to: cimcaphorders@csdb.org

Please call with questions: 719-578-2196

(1)Date:

(2)Student’s name:

(3)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. Please see our website for additional information on Federal Quota Census & eligibility.*

I verify this student has a current (within 3 yrs) eye report on file with the district. **initial here**🡪\_\_\_

I have a Parent Consent on file with my district and submitted a copy with CIMC. **initial here**🡪\_\_\_

I verify every item on this order is intended for this quota eligible student. **initial here**🡪**\_\_\_**

(4)Administrative Unit or BOCES Name:

(5)Your CIMC KLAS (library database) Code: \_ \_ \_ \_ \_

(6)Your school district name:

(7)Name of TVI for this order:

(8)TVI email:
(9)TVI phone number:

(10)Name of person placing this order, if different than TVI:

(11)Ship information:

(11a)Name of person receiving delivery:

(11b)Name of school/admin building:

(11c)Address line 2:

(11d)City/State/Zip:

(11e)Phone for delivery purposes:

Additional information from AU or CIMC to help process this order:

According to CIMC procedures, we can only ship to school/admin addresses. Please call the CIMC before submitting this order if you are experiencing school-related shipping issues due to COVID-19 and want to request this order to be shipped to a TVIs home (we cannot ship to the homes of students)and indicate “(home address)” in line 11b above. If this order contains a high-cost item, we want you to assure us it can be delivered and received without the risk of theft, etc. This box will automatically expand if you want to type additional information here:

Please Order Responsibly. Remember Quota funds are finite. Districts have agreed to ask administrators for funding to purchase products, including consumable materials, from www.aph.org using district funds.

PRODUCT NAME EXACTLY as it appears on the www.aph.org website

PRODUCT SKU: (please include dashes)

QTY.

Cost Each

Total Cost

CIMC use only. Date pulled from APH website:

CIMC use only. Ordered from APH website:

CIMC use only. Shipped out of CIMC:

PRODUCT NAME EXACTLY as it appears on the shop.aph.org website please

PRODUCT SKU: (please include dashes)

QTY.

Cost Each

Total Cost

CIMC use only. Date pulled from APH website:

CIMC use only. Ordered from APH website:

CIMC use only. Shipped out of CIMC:

PRODUCT NAME EXACTLY as it appears on the shop.aph.org website please

PRODUCT SKU: (please include dashes)

QTY.

Cost Each

Total Cost

CIMC use only. Date pulled from APH website:

CIMC use only. Ordered from APH website:

CIMC use only. Shipped out of CIMC:

PRODUCT NAME EXACTLY as it appears on the shop.aph.org website please

PRODUCT SKU:(please include dashes)

QTY.

Cost Each

Total Cost

CIMC use only. Date pulled from APH website:

CIMC use only. Ordered from APH website:

CIMC use only. Shipped out of CIMC:

TOTALS:

Total Quantity:

Total Cost:

CIMC Use Only (shaded text box)

Verify APH Eligibility:

\_ Yes, proceed with order

\_ No, student is not eligible currently, please notify TVI and AU contact

CIMC APH Order Number: #21-\_\_\_\_\_\_

\_ Pulled from CIMC inventory

\_ Ordered APH.org with purchase order number

\_ CIMC Purchase Order Number:020/022/023 - 21 - KLAS \_ \_ \_ \_ \_ - Order Number \_ \_ \_ \_

\_ APH order number: \_\_\_\_\_

\_ Print Email/forward order confirmation

\_ Email AU status Back Order Status\_\_\_\_\_ Receipt Number \_\_\_\_\_\_\_\_\_\_

\_ Enter CDE database

\_ File in open orders

\_ Date AU confirmed receipt of materials

Colorado Instructional Materials Center (CIMC):

1015 East High Street, Colorado Springs, CO 80903

719-578-2196

fax 719-578-2239

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