# A picture containing text, sign Description automatically generatedMississippi Department of Education

**TIMS INVENTORY REPORT**

**TEXTBOOK INVENTORY REPORT for SCHOOLS**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **TEXTBOOK OFFICE CONTACT INFORMATION** | | | | | | | | | | | |
| **Phone** 601-984-8274  **E-mail** [esimmons@mdek12.org](mailto:esimmons@mdek12.org)  **Website** [www.mdek12.org/OAE/OEER/ TextbookAdoptionProcurement](https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement) | | | | **Mailing Address**  P. O. Box 771  Jackson, MS 39205-0771 | | | **Physical Address**  1252 Eastover Dr. Suite 301  Jackson, MS 39211 | | | | |
| **IMPORTANT NOTE:** Last date for accepting end-of-year closeout in TIMS is **June 15** of the current school year.  Inventory reports are due to the Textbook Office by the **first Friday of August** each year. | | | | | | | | | | | |
| **District Name** | |  | | | | | | | | | |
| **School Name** | |  | | | | **School** **Phone** | | | |  | |
| **School Address** | |  | | | | | | | | | |
| **Contact Person Name** | | |  | | **Contact Person E-mail** | | | | |  | |
| **A****PPROVED:** |  | | | | | | |  |  | |  |
|  | Superintendent Signature | | | | | | |  | Date | |  |

**Active Inventory**: textbooks that have been purchased throughout the school term and are currently being used in the district

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|  | I have reviewed the active inventory and my records agree with the report. |
|  | The active inventory report does not agree with our records. Changes have been made to reflect the corrected inventory. |

**Surplus Inventory**: textbooks that are no longer used in the school/district but do not qualify for disposal.

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|  | I have reviewed the surplus inventory and my records agree with the report. |
|  | The surplus inventory report does not agree with our records. Changes have been made to reflect the corrected inventory. |

**Disposable Textbooks**: textbooks that are no longer used in the district because of the condition issues, 12 years or older, curriculum change or lost.

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|  | We wish to have the unusable textbook inventory removed for TIMS. |
|  | We do not wish to have the unusable textbook inventory removed for TIMS. |