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# Mississippi Department of Education

**EDUCATIONAL ENHANCEMENT FUND**

**TEXTBOOK ORDER FORM for NON-PUBLIC SCHOOLS MT-2ee**

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| **TEXTBOOK OFFICE CONTACT INFORMATION** |
| **phone** 601-984-8274**E-mail** esimmons@mdek12.org**Website** [www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement](https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement) | **Mailing Address**P. O. Box 771Jackson, MS 39205-0771 | **Physical Address**1252 Eastover Dr. Suite 301Jackson, MS 39211 |
| **IMPORTANT NOTE:** Last date for accepting textbook orders is **APRIL 1** of the current school year. |
| **District Name** |       | *(for office use only)*School Account # Requisition Invoice #  |
| **School Name** |       | **School** **Phone** |       |
| **School Address** |       |
| **Contact Person Name** |       | **Contact Person E-mail** |       |
| **Shipping Instructions** | [ ]  PICK-UP [ ]  UPS [ ]  FREIGHT LINE PICK-UP |
| **A****PPROVED:** |  |  |       |  |
|  | Chief School Administrator Signature |  | Date |  |

***IMPORTANT: If non-adopted or used textbook order please give vendor information.***

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| **Vendor** |       | **Contact Person** |       | **Phone** |       |
| **Address** |       | **Email** |       |

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| **ADOPTED TEXTBOOKS** |
| QuantityOrdered | Book Numberor ISBN | TE | Title(Please type or print) | Publisher | Copy-Right | Price | Amount |
|       |       |       |       |       |       |       |       |
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| **TOTAL ADOPTED TEXTBOOKS** |  |

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| **NON-ADOPTED TEXTBOOKS** |
| QuantityOrdered | Book Numberor ISBN | TE | Title(Please type or print) | Publisher | Copy-Right | Price | Amount |
|       |       |       |       |       |       |       |       |
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| **TOTAL NON-ADOPTED TEXTBOOKS** |  |

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|  | TOTAL ADOPTED |       |
|  | TOTAL NON-ADOPTED |       |
|  | SHIPPING |       |
|  | **GRAND TOTAL** |       |

(Make 3 copies) Textbook Office File / Superintendent’s File / Local School’s File