# 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**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 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. |