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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](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 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** | | | | | | | |
| Quantity  Ordered | Book Number  or 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** | | | | | | | |
| Quantity  Ordered | Book Number  or 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