

# Needs List FAQs

1. [If I offer to fulfill a need, will that affect my district's technology and instructional materials allotment in any way?](#)
2. [Who pays for shipping costs if my district wants to send materials to a district in need?](#)
3. [I noticed a district selected the ISBN for a product with print and 8-year digital access on their needs list. Can my district provide the print materials only?](#)
4. [Will my district be required to submit a TEX-012 Inventory Adjustment form for donated items?](#)
5. Must local board approval be secured prior to the sale, disposal, or relocation of materials? 109 03-6.4()Tj0.-00

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[technology and instructional materials allotment funds also be listed?](#)

1. [Can you make the fulfillment of a need option available to state-adopted publishers within EMAT?](#)
2. [Can publishers of non-adopted instructional materials provide materials to districts?](#)
3. [Can publishers of non-adopted instructional materials be added to the list of publishers and depositories?](#)
4. [Can non-profit organizations or businesses that are not in the publishing field provide districts with the materials on their needs lists?](#)

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Choosing the *Fulfill a Need* option in EMAT and taking the steps that follow will connect a district wanting to help with a district in need. No order or funding is attached to the needs list transactions, so neither district's allotment is affected in any way.

The Texas Education Agency (TEA) will pay for shipping. Fulfilling Texas districts can pay the shipping up front and then request a disbursement to reimburse local funds, or they can request the disbursement based on a freight quote and pay for the shipping after the funds are deposited in their 410 accounts.

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This option is only available for districts. If you are a state-adopted publisher and want to assist a district in need, please contact the district directly.

Yes. All donations are welcome, but generally the most helpful are those that fulfill a specific need on a district's needs list. Email [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov) to provide the district name and product information from the needs list you wish to provide, or contact the district directly if you wish to make other donations.

No. The publisher and depository contact information is for list of state-adopted