



Textbook Audit Adjustment Request

DEPARTMENT/CAMPUS:

DATE of AUDIT:

REPORTED BY:

TELEPHONE NO:

(956)

The district shall conduct an annual full physical inventory of all currently adopted instructional materials that have been requisitioned by, and delivered to the district. The results of the inventory shall be recorded in the District's files and be available for review by T.E.A. monitoring staff. Reimbursement and/or replacement shall be made for all instructional materials determined to be lost during the physical inventory. (TAC 66.107)

Please complete if textbooks and/or learning systems have been recovered **after** the annual physical inventory.

Item	Grade	ISBN	Title	Quantity
Item # 1				
Item # 2				
Item #3				
Item #4				
Item #5				
Item #6				
Item #7				
Item #8				
Item #9				
Item #10				

I have recovered/located the textbooks listed above **after** the textbook audit. Please adjust my campus textbook inventory as indicated.

I, _____, do hereby attest that this information is accurate and true.
Print Name

 Signature

 Date Reported