



Nonpublic Textbook Program: The Ordering Process

Maryland State Department of Education

Presented By | Nicole Obregon, Office of Grants Administration and Compliance

February 16, 2023

Agenda

- Overview
- Use of Funds
- How to Order
- Timeline
- Questions

[Nonpublic Textbook Program webpage](#)

Overview

- Annual program
- Authorized out of the budget bill ([Senate Bill 290, Budget Bill for Fiscal Year 2023](#))
- Nonpublic schools apply to participate
- Approved schools receive a funding allocation
- Schools submit quotes from vendors for allowable items
- MSDE pays the bill
- Schools coordinate delivery with the vendors

Use of Funds

Funds can be used for:

- Secular textbooks
- Manipulatives for individual student use that accompany curriculum
- Technology hardware for individual student use
- Technology software for individual student use

Examples: textbooks, workbooks, leveled readers, classroom library books, tablets, laptops, headphone sets, puzzles, manipulatives, math block sets, student licenses to learning websites, etc.

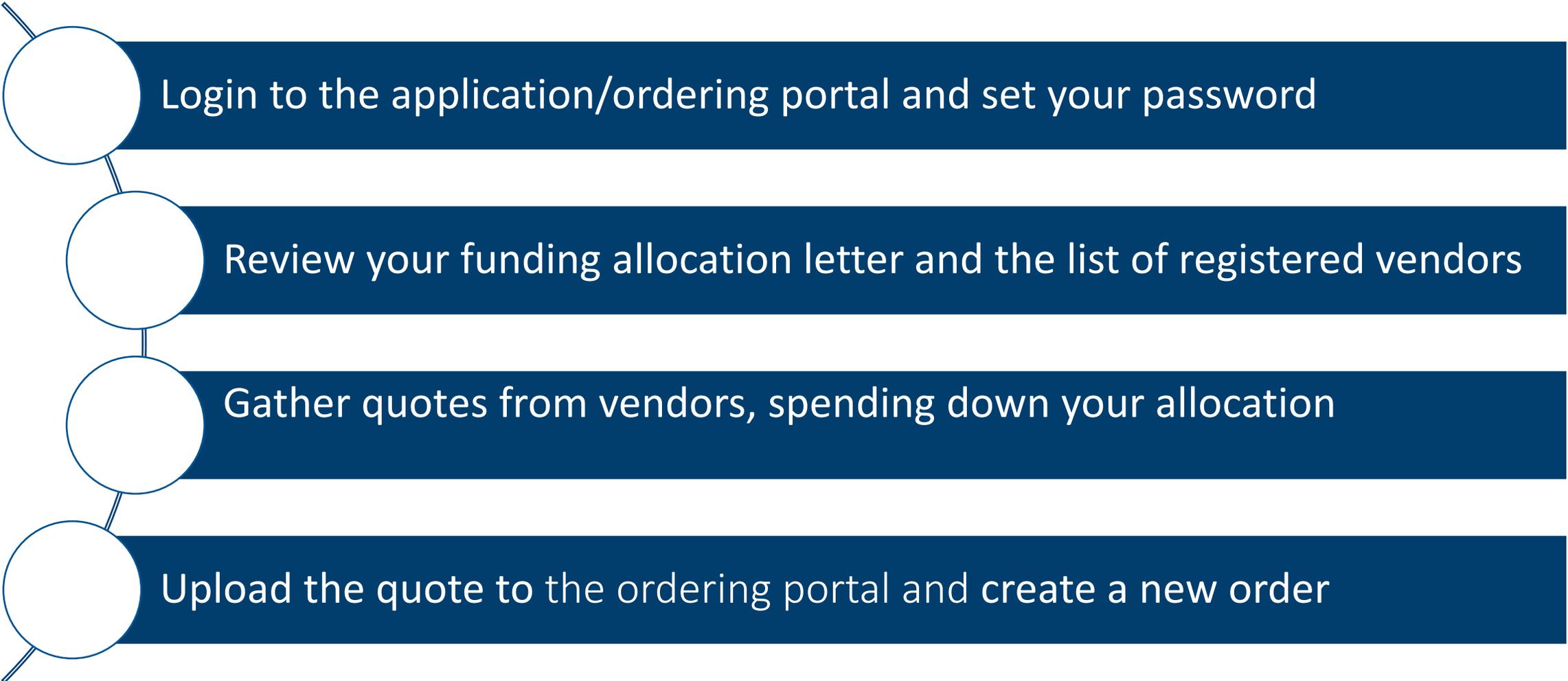
Use of Funds (continued)

Funds cannot be used for:

- Food
- Tuition or scholarships
- Construction or capital improvements
- Salaries
- Utilities or operating costs
- Materials that contain religious content
- Items not for loan to students for individual use

Examples: interactive white boards, televisions, playground equipment, software for teacher or parent use, furniture, rugs, laminating machines, printers, tables, play kitchen, etc.

How to Order

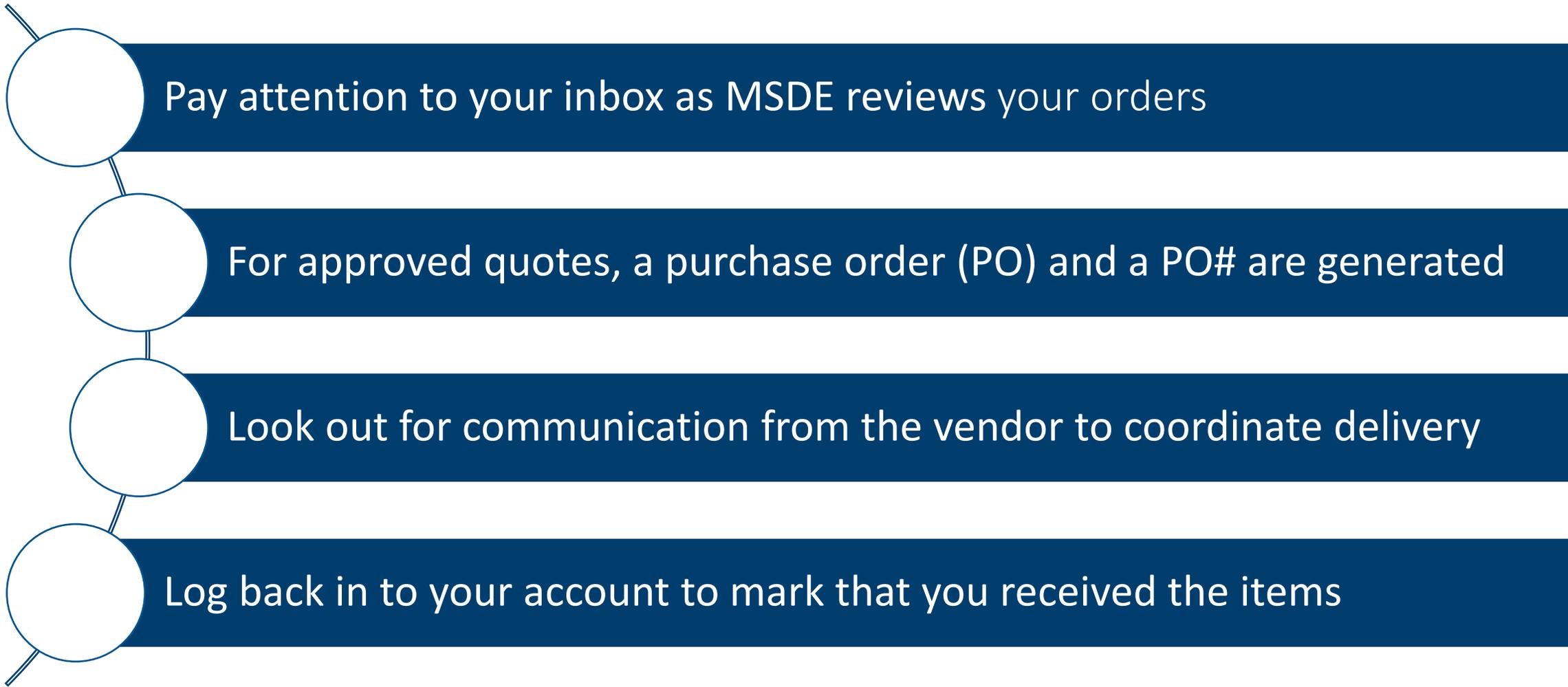


Quotes must:

- Contain items that align with the approved use of funds
- Not include taxes
- Include freight/shipping costs (if any)

Quotes that do not meet the above criteria will cause delays in processing.

How to Order (continued)



Get Started

School Fiscal Year: 2023

Fund Request Approved from MSDE 1/24/2023 Elaine Kim

① Order ☰ Limit: 4 Orders per Vendor

[Create New Order](#)

All orders in this section need to be edited and submitted or deleted in order to use all available school funding

Total before shipping amount	\$0.00
Total Shipping Amount	\$0.00
Total Order Amount	\$0.00

② Request to MSDE ☰

③ Ordered to Vendor ☰

Create a New Order

Create New Order

[Back to Home](#)

Total Allocation for Current Year \$14,625.00

Allocation Amount remaining \$14,425.00

1. Type Vendor Name in Vendor box below. 2. Choose Item type and Create Order. 3. Save items to basket

Vendor (Clear) \$

Best Buy Education
7601 Penn Avenue south Richfield MD 55423
Irene Hernandez Irene.Hernandez2@bestbuy.com
Federal ID: 1411822872

Total before shipping	\$200.00
Shipping Amount (\$0.00)	\$0.00
Order Total	\$200.00

	Item Type	ISBN / Serial No	Book Title / Description	Qty	Unit Price
1	<input type="text" value="Book"/> <input type="text" value="v"/>	<input type="text" value="Test1234"/>	<input type="text" value="Test Device"/>	<input type="text" value="2"/>	<input type="text" value="100"/>
	(Clear)			\$0	\$200.00
2	<input type="text" value="Book"/> <input type="text" value="v"/>	<input type="text" value="Test 4568"/>	<input type="text" value="Test Device 1"/>	<input type="text" value="4"/>	<input type="text" value="0"/>
	(Add) (Remove)				

Shipping Percentage: 0.00 %

Quote Document #1 1.pdf Quote Number Quote Date

Comment

MSDE Reviews the Request

School
Fiscal Year: 2023

Fund Request
Approved from MSDE 1/24/2023 Elaine Kim

① Order Limit: 4 Orders per Vendor

[Create New Order](#)

All orders in this section need to be edited and submitted or deleted in order to use all available school funding

Total before shipping amount **\$200.00**

Total Shipping Amount **\$0.00**

Total Order Amount **\$200.00**

② Request to MSDE

Form #	Order #	Vendor	Total Qty(\$)	Requested Date
<input type="text" value="KDTMKKKMJJKQ"/>		Best Buy Education	6 (\$200.00)	1/24/2023

③ Ordered to Vendor

Purchase Order is Sent to Vendor

School
Fiscal Year: 2023

Fund Request Approved from MSDE 1/24/2023 Elaine Kim

① Order ☰ Limit: 4 Orders per Vendor

Create New Order

All orders in this section need to be edited and submitted or deleted in order to use all available school funding

Total before shipping amount **\$200.00**

Total Shipping Amount **\$0.00**

Total Order Amount **\$200.00**

② Request to MSDE ☰

③ Ordered to Vendor ☰

Status	Form #	Order #	Receiving	Vendor	Total Qty(\$)
Order Complete	KDTMKKKMJJKQ	TestOrder1234		Best Buy Education	6 (\$200.00)

Message to Vendor

Order #: TestOrder1234 to Best Buy Education



noreply.msde@maryland.gov
To Irene.Hernandez2@bestbuy.com



Tue 1/24/2023 12:47 PM

Dear Best Buy Education,

Please process the attached State of Maryland purchase order from the Nonpublic Schools Program.

Please direct any questions regarding this order to nptextbook.msde@maryland.gov.

Click this link to view Order

https://nptb.msde.maryland.gov/Vendor/ViewOrder?oid=qyL97AzJl0egyZ_Zfi7Oiw&tid=PQOj-ijA0ky9vwn23zk-YQ

Vendors must email the invoice to invoice.msde@maryland.gov. Please ensure that the purchase order number (PO#) is noted on the invoice. MSDE is a tax-exempt organization. Vendors are encouraged to get set up to receive electronic payments by completing [the Comptroller of Maryland's ACH/Direct Deposit form](#) and mailing it to the address on the form.

Purchase Order

Nonpublic Textbook Program Request for Purchase

VENDOR		SHIP TO SCHOOL		MSDE PO#
Vendor Name		School Name		R00P260_
Address 1		Address 1		QUOTE
Address 2		Address 2		
Federal ID		Phone	Fax	Quote #1: date
Email		Name POC		Quote #2:
Phone Fax		Email Email		

No	Item Type	ISBN / Serial Number	Book Title / Description	Qty	Unit Price	Sub Total
1	Book	2B5SB5	bridges 2ed gr 5 student book	32	\$36.00	\$1,152.00

Shipping Type \$ 80.64 Shipping Amount \$80.64 (7.00 %) Sub Total \$1,152.00 Total Cost \$1,232.64

BILL TO	MSDE USE ONLY								
MARYLAND STATE DEPARTMENT OF EDUCATION ACCOUNTS PAYABLE SECTION 200 WEST BALTIMORE STREET, 2ND FLOOR BALTIMORE, MD 21201 STATE TAX EXEMPT #3000 256 3	<table border="1"> <thead> <tr> <th>PCA</th> <th>AOBJ</th> <th>FUND</th> <th>FORM #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	PCA	AOBJ	FUND	FORM #				
PCA	AOBJ	FUND	FORM #						

APPROVED BY:		DATE:		APPROVED BY:		DATE:	
TITLE:				TITLE:			

Invoicing and Payment

- MSDE pays the invoice for items
- Vendors must send the invoice electronically to invoice.msde@maryland.gov
- The invoice must match the purchase order

[Get your payment faster by signing up for electronic payments!](#)

Timeline

Date	Important Event
February 1, 2023	The ordering portal opens
February 16 & March 7, 2022	Customer service sessions are held for schools on the ordering process
March 31, 2023	The ordering portal closes
April 1 – June 30, 2023	MSDE will create purchase orders and reconcile accounts
July 1 – August 14, 2023	Liquidation period
Ongoing	Vendors delivery items and send invoices to invoice.msde@maryland.gov
Ongoing	Schools mark that items were delivered

Questions?

Contact:

Nicole Obregon, Interim Special Fiscal Programs Administrator (410) 767-2939

Sandra Grant, Program Manager, (410) 767-0444

nptextbook.msde@maryland.gov

[Nonpublic Textbook Program webpage](#)