

INSTRUCTIONAL PROGRAMS & MATERIALS

VENDOR DIRECTIONS

Step 1

- **Vendors are not permitted to contact school personnel prior to PURE approval. Doing so could place the approval of the program in jeopardy.**
- Complete Vendor Request Form
Go to: www.polk-fl.net > Community > Doing Business with Us > Instructional Programs Vendor Directions & Application Form

Step 2

- Email the request to the specific Senior Coordinator of Curriculum for review
- | | Elementary (K-5) | Secondary (6-12) |
|------------------|-------------------------------|------------------------------|
| • Reading | julie.noel@polk-fl.net | jackie.baldwin@polk-fl.net |
| • Math | amy.heiser-meyers@polk-fl.net | john.milleriii@polk-fl.net |
| • Science | linda.vendur@polk-fl.net | rebecca.braaten@polk-fl.net |
| • Social Studies | linda.clark@polk-gl.net | carrie.oldham@polk-fl.net |
| • Fine Arts | patricia.lamb@polk-fl.net | or beth.cummings@polk-fl.net |
| • English LA | phyllis.parker@polk-fl.net | amy.hardee@polk-fl.net |
| • ESE | norma.hayes@polk-fl.net | |

Step 3

- The Senior Coordinator will review your request, evaluate your program, compare it to other programs we are currently using, and make a recommendation to the PURE Committee.

Step 4

- The PURE Committee will discuss the review, evaluation and recommendation from the Senior Coordinator of Curriculum of the program , then one of the following will occur:
 1. A letter will be sent to the vendor stating their approval and addition to the District Endorsed Programs List (PURE)
 2. A letter will be sent to the vendor stating, the program has been reviewed and not approved.
- **REMINDER: If protocol is not followed, the approval of the program could be in jeopardy.**