

USIMAC ORDERING

A QUICK OVERVIEW

1. In an attempt to “go green”, USIMAC has placed all of its forms online at www.usimac.org
2. We have a **dedicated email address** for all orders, approvals, and cancelations (orders@usimac.org). If we don't receive your requests/approvals/denials/cancelations to this email address, then we are unable to process your order.
3. All orders received will be researched and processed **in the following order**:
 - a. **ERC**: All orders will be checked to see if we have the item in the ERC already. If so, these books will be checked out to your schools at NO CHARGE. However, they must be returned to the ERC at the end of the school year.
 - b. **APH**: If the ERC doesn't have the order, we will check to see if we can acquire it from APH using quota funds. If so, this will also be at NO CHARGE to your school and we ask that you return the items to the ERC at the end of the school year for redistribution to other schools (assuming that you don't need to keep the book for the following year). You are welcome to keep the book if you need its continued use. There will be NO CHARGE for lost or damaged APH items
 - c. **OUTSIDE VENDORS**: If we are unable to acquire your books via the ERC or APH, we will contact outside vendors who have already produced the books in the past and obtain a quote of the books cost. This quote will be sent to the Special Ed Directors and the ordering TVI/Itinerants. Until we receive written approval to the orders@USIMAC.org email address from the Special Ed Director, we will not purchase the book. Once we have received approval, we will purchase the book and invoice your school for 75% of the cost. Once you have paid your invoice, the book belongs to your district and does NOT need to be returned to the ERC at the end of the year.
 - d. **USIMAC**: If we are unable to find the book already produced from an outside vendor, we will request a hard copy of the book so that we can create a quote on how much the book will cost to produce. That quote, as above, will be emailed to the Special Ed Directors and the ordering TVI/Itinerant. Upon written approval from the Special Ed Director to the orders@USIMAC.org email address, we will produce the book from scratch within USIMAC and invoice your school for 75% of the cost. Once you have paid your invoice, the book belongs to your district and does NOT need to be returned to the ERC at the end of the year.
4. **Cancelation of Approved Orders**: Please send all book cancelations in writing to orders@USIMAC.org. You will be responsible for 75% of the cost of all portions of approved books that have been purchased/produced prior to our receiving your written cancelation.
5. As always, USIMAC is looking for **feedback** and **ways we can improve**. Please email any ideas or feedback to HollieM@usdb.org.

Thank you for ordering your materials from USIMAC.

We still have over 400 orders that have not received approvals yet. If you can have your approvals to us within the next week (by May 20th) we will still guarantee to have your books complete by the first day of the 2011-2012 school year.

Hollie R. Murdock

Director, ERC/USIMAC

Utah Schools for the Deaf and the Blind

HollieM@usdb.org (801) 706-4092