NEBRASKA
DEPARTMENT OF EDUCATION

Textbook Loan Program (TLP)
Rule 4, Appendix C – Application for Distribution of Funds
Common Errors & Omissions

The following is offered to assist districts in completing the Appendix C – Application for Distribution of Funds:

Line 1. This must include all Appendix A's received as of January 15. There must be one application per child. No book(s) can be loaned to a student without an Appendix A.

Line 2. List the total of all textbooks requested (this is all books listed on the Appendix A's received as of January 15), not just the new ones to be purchased.

Line 3. This number is determined by taking number of textbooks on hand, less the books requested (Line 2). The difference is what the public school needs to purchase to fulfill the requests.

Line 9. If carryover funds on hand are reported, an explanation must be attached.

Attachment to Appendix C. The attachment must include the title of each textbook (including publisher and ISBN#), number of copies, price per book, and shipping/handling if applicable. It is preferred that the attachment include this information only, we do not need purchase requisitions, or listings of all textbooks available/requested for the Textbook Loan Program for your district.

If the total requests received from school districts by the February 15, 2020* deadline exceeds the total appropriation, the payments will be prorated accordingly. We suggest that public schools do not purchase the books prior to receiving the reimbursement, which will be made by March 15, 2020.

**Note: Since February 15, 2020 falls on a Saturday, and Monday, February 17, 2020 is a state and federal holiday, applications received in our office by the close of business on Tuesday, February 18, 2020 will be accepted.*