

### **Summary by School Report**

The Summary by School Report is a verification report that illustrates orders broken down by teacher within a given category. For example, if 5 teachers submitted General Supply Order Books, there will be 5 individual summaries within the Summary by School Report for General Supplies. Each summary contains items requested, quantity and price. Total dollars spent can be found at the end of each summary. In addition, total dollars spent for the category is indicated at the end of all summaries.

**IMPORTANT: If your District does not have changes please do NOT return your Summary by School reports. Instead, please fill out the attached form.**

**If your District does have changes please follow the instructions below:**

#### **How to Change Quantities:**

Indicate any quantity increases, decreases or deletions on your Summary printout. Using a red pen, cross out the current quantity and write in the new quantity. If you wish to delete the item, put in a (0) zero quantity. Do not use the Summary by School to change vendors.

Please sign your name in the upper right hand corner to indicate that you have reviewed the Summary and have made all necessary changes.

**NOTE: If an item does not have a price, that item was not bid. If you still want the item you must order it directly from another vendor.**