

Florida Department of Education - Office of Instructional Materials

20xx-20xx Instructional Materials Assessment Fees

Fees must be submitted in the form of a Cashier's Check (drawn on the bank, not the company account) or Money Order. Checks must be payable to the Florida Department of Education and the Company Name as listed in the Publisher Registration.

The Assessment Fees must be in a separate envelope from the sealed bid details. Any portion of the fees not spent during the adoption will be returned to publishers as soon as practicable following the completed adoption of state instructional materials.

All publishers are required to complete a Substitute Form W-9 online. The Substitute Form W-9 can be accessed at the State of Florida Vendor Portal at <https://flvendor.myfloridacfo.com>.

Publisher Registration Name and Address:				
FEID#:	Check Date:	Check#:	Amount#:	# of Bids:
Bid #:	Title of Bid:			Amount:
The Assessment Fee is \$1,000 for each submission/bid submitted for review. Mail assessment fees within the same package of your bid deposit. [Section 1006.29(1)(d), Florida Statutes]				Total:

Florida Department of Education - Office of Instructional Materials
 325 West Gaines Street - Suite 432
 Tallahassee, FL 32399-0400
 Attn: "20xx Adoption Assessment Fees"

REMITTANCE
Customer ID:
Date:
Amount Due:
Amount Enclosed: