

Communication  
January 26, 2005

TO: All Principals, Librarians and Facilitators  
FROM: Ruby Nell Boyd  
RE: Magazine Subscriptions for 2005-2006

Requests for subscriptions for the 2005-2006 school year are due March 11 in the Purchasing Department. List the complete title of each magazine in alphabetical order on the attached form. \*Please do not order subscriptions which have been discontinued, are newstand only or that need to be ordered direct. After all requests have been received by this office we will forward them to the Library Media Services for review and approval. The requests will be combined and bids prepared. Purchase orders for the schools will be written by this office and coded to each school's budget.

Magazines should be coded to the 2004-05 budget and receiving copy returned to the Finance Office before August 9.

RNB:ac

Attachment

(this statement was added 10/29/04)

\*The following magazines were discontinued last year or need to be ordered direct: (check again)

Animals

Biography: Arts and Entertainment

Biography Magazine

Challenge for Teachers

Copycat Magazine

Game Now

Life

Oasis Magazine for Teachers

Pets Magazine

Savoy

16 Magazine

Teen Magazine

Teenbeat

Yahoo! Internet Life