PURCHASING AND DISTRIBUTING TEXTBOOKS UNDER CURRENT ADOPTION PROCEDURE (TXB-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

    1.1 This procedure outlines the process for purchasing and supplying schools with the number and type of textbooks required for the upcoming and current school year.

2.0 RESPONSIBILITY:

    2.1 Textbook Processing Staff

3.0 APPROVAL AUTHORITY:

    3.1 Chief Financial Officer

4.0 DEFINITIONS:

    4.1 Roll-up: Using current enrollment to project next year's enrollment.

    4.2 Textbook Coordinator/Designee: An assistant principal appointed by the principal of each school to coordinate receipt of textbooks and the distribution of the textbooks within the school. Other staff may be designated to assist with duties and functions of the textbook coordinator.

5.0 PROCEDURE:

    5.1 Textbook Processing receives notification of the completion of the adoption process and receives the adoption list (ref. INS-P001). Sample textbooks and teaching materials from a new adoption are returned to Textbook Processing once the edition(s) has/have been adopted.

    5.2 Textbook needs (number and types) are forecasted for the upcoming school year.

        5.2.1 Upon receipt of notification of the completion of the adoption process and adoption list, Textbook Processing forecast needed books for elementary and middle schools based on a roll-up of the previous year's student population and growth.

        5.2.2 Each high school Textbook Coordinator/Designee, in consultation with their Guidance Counselors and faculty, assesses textbook needs and submits requisitions. Requisitions for high schools are submitted to Textbook Processing during the month of May. Appropriate members of the Instructional Team review and make adjustments to requisitions, based on knowledge of system-wide need.

    5.3 Textbook orders from high school classroom teachers for the current school year are reviewed by the Textbook Coordinator/Designee to insure the number of textbooks requested is consistent with the school's current enrollment and total number of that specific textbook that is already on hand. (Textbook Coordinator may order up to three

additional textbooks per title for required courses. The only exception being one additional textbook for business, vocational, and blanket adoptions).

5.4 Textbook Processing places textbook order with the publishing company. Textbooks will be bulk shipped to Textbook Processing.

5.5 Textbook Processing count, and bar code books on site.

    5.5.1 The number, if any, of damaged textbooks discovered and removed are not included in the school's inventory until they are replaced by Textbook Processing.

5.6 Textbook Processing fills orders by requisition date and places boxes in specified location in the Warehouse for delivery. When delivery is made:

    5.6.1 Textbook Coordinator identifies a secure area for textbook storage,

    5.6.2 Textbook Distribution Center staff unloads full boxes of textbooks, secured by taped cartons. Mixed titles in boxes or partial boxes are taken from box, counted, and verified.

    5.6.3 Textbook Coordinator/Designee signs for receipt of delivery and enters receipt on computer inventory system. Coordinator has 48 hours to verify count and notify Textbook Processing of any discrepancy in unopened cases.

    5.6.4 A copy of the order form is retained at the school and the original form is returned to Textbook Processing.

    5.6.5 A copy of the order form is retained at the school and the original form is returned to Textbook Processing.

6.0 ASSOCIATED DOCUMENTS:

6.1 Purchase Order (PUR-P002)

6.2 Annual Budget (BUD-P001)

6.3 Textbook Requisition Form (computer generated)

6.4 Textbook Adoption (INS-P001)

6.5 Adoption List

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**
Textbook Requisition and Delivery Form	Textbook Processing	Six years or duration of adoption	Discard as desired	Secured Building

8.0 REVISION HISTORY:

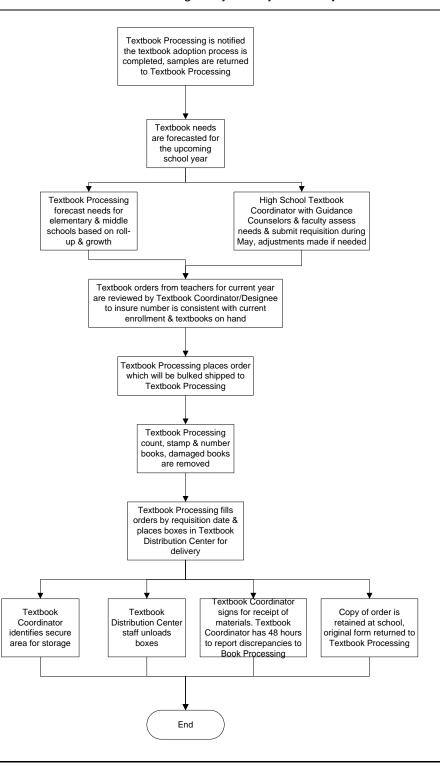| Date:	Rev.	Description of Revision:
2/28/03		Initial Release
3/06/03	A	Rename procedure and responsibility, add definition, add new 5.1, combine 5.3 with 5.1, revise 5.5.1, renumber and clarify steps, revise flowchart to reflect changes
5/29/03	B	Change instruction of placing number in 5.5
3/31/05	C	Revise 5.5
12/01/05	D	Add Stores Warehouse staff to 5.6, 5.6.2 & 5.6.3, add adoption list to 6.0 update flowchart
5/05/09	E	Change Textbook Operations to Textbook Processing and Stores Warehouse to Textbook Distribution Center through procedure and flowchart
10/08/12	F	Revise 4.2 person or persons changed to assistant principal, add other staff may be designated… Revise 5.5 bar code books on site. Revise 5.6.3 enter receipt on computer inventory system. Add 5.6.4, utilizing district inventory system.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

* * * E n d   o f   p r o c e d u r e * * *

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┌─────────────────────────────┐
│ Textbook Processing is       │
│ notified the textbook        │
│ adoption process is          │
│ completed, samples are       │
│ returned to Textbook         │
│ Processing                   │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Textbook needs are           │
│ forecasted for the upcoming  │
│ school year                  │
└─────────────────────────────┘
       │              │
       ▼              ▼
┌──────────────┐  ┌──────────────────┐
│ Textbook      │  │ High School       │
│ Processing    │  │ Textbook          │
│ forecast      │  │ Coordinator with  │
│ needs for     │  │ Guidance          │
│ elementary &  │  │ Counselors &      │
│ middle        │  │ faculty assess    │
│ schools based │  │ needs & submit    │
│ on roll-up &  │  │ requisition       │
│ growth        │  │ during May,       │
│               │  │ adjustments made  │
│               │  │ if needed         │
└──────────────┘  └──────────────────┘
       │              │
       ▼              ▼
┌─────────────────────────────┐
│ Textbook orders from teachers│
│ for current year are         │
│ reviewed by Textbook         │
│ Coordinator/Designee to      │
│ insure number is consistent  │
│ with current enrollment &    │
│ textbooks on hand            │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Textbook Processing places   │
│ order which will be bulked   │
│ shipped to Textbook          │
│ Processing                   │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Textbook Processing count,   │
│ stamp & number books,        │
│ damaged books are removed    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Textbook Processing fills    │
│ orders by requisition date & │
│ places boxes in Textbook     │
│ Distribution Center for      │
│ delivery                     │
└─────────────────────────────┘
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| Textbook Coordinator identifies secure area for storage | Textbook Distribution Center staff unloads boxes | Textbook Coordinator signs for receipt of materials. Textbook Coordinator has 48 hours to report discrepancies to Book Processing | Copy of order is retained at school, original form returned to Textbook Processing |

End