



REQUESTING TEXTBOOKS /MATERIALS PROCEDURE (TXB-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of requesting books and materials to be delivered to the schools during the current school year.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Textbook Processing Staff
- 2.2 Textbook Distribution Center

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 Textbook Coordinator/Designee: An assistant principal appointed by the principal at each school to coordinate receipt of textbooks and the distribution of 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 Requisition is completed and submitted to Textbook Processing by Textbook Coordinator/Designee through the online ordering system. Requisitions are named using the following format: location #, location abbreviation, ascending # (ex. 320CHS1).
- 5.2 Textbook orders (current adoption) are filled and shipped according to date received, within 10-15 working days for the 1st six weeks of school, thereafter within five (5) working days. Special Education and teacher materials are shipped as available.
- 5.3 Textbook Distribution Center staff checks specified warehouse location for completed orders of books and materials ready for delivery to the school site. When delivery is made:
 - 5.3.1 Textbook Distribution Center staff unloads books and/or materials.
 - 5.3.2 Textbook Coordinator/Designee signs for receipt of delivery and enters receipt on computer inventory system.
 - 5.3.3 Textbook Coordinator/Designee distributes textbooks/materials to teachers and students utilizing the district inventory tracking system
 - 5.3.4 A copy of the textbook delivery form is retained at the school and the original form is returned to Textbook Processing.



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6.0 ASSOCIATED DOCUMENTS:

6.1 Textbook Requisition (computer generated)

6.2 Textbook Delivery Form (TXB-F005)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Textbook Requisition and Delivery Form	Textbook Operations	Three years active, three years stored	Discard as desired	Secured Building

8.0 REVISION HISTORY:

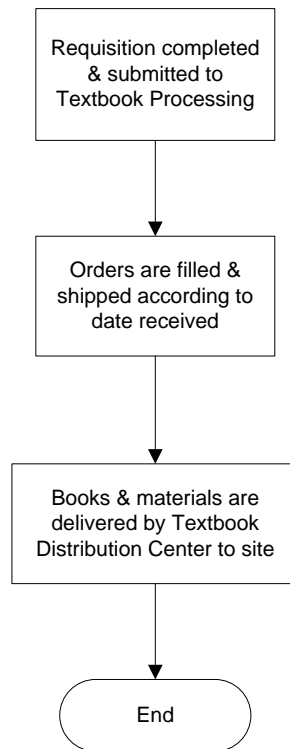
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/28/03		Initial Release
3/06/03	A	Rename procedure and responsibility, add definition and clarify 5.1, revise flowchart to reflect changes
12/01/05	B	Add Stores Warehouse staff throughout procedure and indicate form is computer generated, change order form to delivery form, add delivery form to retention table, update flowchart
5/05/09	C	Change Textbook Operations to Textbook Processing and Stores Warehouse to Textbook Distribution Center throughout procedure, add Textbook Delivery Form number and to associated documents, update flowchart
10/17/12	D	Revise 4.1 Definition to assistant principal and add other staff/designee. Revise 5.1 to add name format. Revise 5.3.2 enter receipt on computer inventory system. Add 5.3.3 distribution to teachers and students utilizing district inventory tracking system.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of procedure *****