

RETURNING TEXTBOOKS/MATERIALS CURRENTLY IN ADOPTION PROCEDURE (TXB-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of returning “extra” books/materials currently in adoption to Textbook Processing.

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 Staff

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.
- 4.2 “Extra” textbooks: textbook quantities above the number of students enrolled in core courses. Schools are allowed to store 3 additional textbooks for required courses and one additional textbook for business, CTE and blanket adoptions.

5.0 PROCEDURE:

- 5.1 Textbook Coordinator completes Textbook Return request via computer inventory system.
 - 5.1.1 Textbook Return Call Tag is generated through computer inventory system.
 - 5.1.2 A copy of the Textbook Return Call Tag is given to the Textbook Distribution Center to serve as a packing slip.
- 5.2 Textbook Coordinator/Designee through Textbook Processing schedules an appointment with Textbook Distribution Center staff for pick-up and has textbooks ready to be counted and boxed by Textbook Distribution Center staff.
- 5.3 Upon arrival at the school site, the Textbook Distribution Center staff and the Textbook Coordinator/Designee must count and verify the number and kinds of books/materials being returned and sign the Textbook Return Call Tag, noting any discrepancies.
- 5.4 Textbook Processing staff updates inventory once the Textbook Return Call Tag is processed in Textbook Processing.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook Return Call Tag

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Textbook Return Call Tag	Textbook Processing	Six years or duration of adoption	Discard as desired	Secured Building

8.0 REVISION HISTORY:

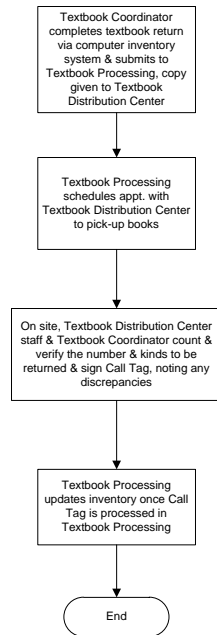
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/28/03		Initial Release
3/06/03	A	Rename procedure and responsibility, add definition, remove last sentence of 5.3 and clarify 5.4, revise flowchart to reflect changes
12/01/05	B	Add Stores Warehouse staff throughout, correct form name and 5.1.1, update flowchart
5/05/09	C	Change Textbook Operations to Textbook Processing and Stores Warehouse to Textbook Distribution Center throughout procedure and flowchart
10/17/12	D	Revised 4.1 definition for Textbook Coordinator/Designee and added 4.2 definition for extra textbooks.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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