

TEXTBOOK YEAR-END INVENTORY PROCEDURE (TXB-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for conducting the year-end inventory of textbooks.

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

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 Textbook Coordinator/Designee: An assistant principal appointed by the principal of 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 Processing notifies the Principal when they can expect Textbook Inventory Reports and sets deadlines for completing inventory and returning inventory reports. Completed reports must be signed by the textbook coordinator and building principal.
- 5.2 Schools receive Textbook Inventory Worksheet providing the following information: Title, ISBN #, computer inventory count, school location code and textbook number.
- 5.3 Year-end inventory is conducted.
 - 5.3.1 Schools conduct a physical count of inventory and record count of item on Textbook Inventory Worksheet (by individual conducting and recording count).
 - 5.3.2 Textbook Processing conducts a physical count of shelf inventory and confirms with the system.
- 5.4 The inventory results are signed by the Building Principal and Textbook Coordinator.
- 5.5 Textbook Coordinator sends the signed Textbook Inventory Worksheet to Textbook Processing and retains a copy of the report for their files.
- 5.6 Students are charged for lost or damaged textbooks and adjustments are made to inventory for lost textbooks. Once Payment is received schools forward a check (payment) to the Business Affairs Office for all monies collected for lost/damaged textbooks by students. Textbooks are replaced as needed to supply school's enrollment.

- 5.6.1 The following are the textbook charges for students for lost textbooks:

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Replacement Cost Policy – Students

Years 1-3	100% of original cost
Years 4-5	75% of original cost
Years 6+	50% of original cost

5.6.2 Charges for damage to textbooks and materials vary by amount of damage incurred. The textbook coordinator uses their discretion to determine the amount charged for damages.

5.6.3 There is a \$1.00 charge for damage to bar-codes. The textbook coordinator/designee enters the damage to the textbook with a notation "bar-code label replacement".

5.7 Teachers are charged for lost or damaged teacher materials. Once payment is received schools forward a check (payment) to the Business Affairs Office for all monies collected for lost/damaged textbooks by teachers. Materials are replaced as needed to supply school's need.

5.7.1 The following is the charges for teachers for lost materials:

Replacement Cost Policy – Teachers

Years 1-6+	Current Market Value
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5.8 Textbook Processing forwards a copy of the Textbook Inventory Summary Report for each school to the Business Affairs Office to reconcile payment with number of lost/damaged books.

6.0 ASSOCIATED DOCUMENTS:

6.1 Textbook Inventory Report

6.2 Textbook Inventory Summary Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Textbook Inventory Summary Report	Textbook Operations	Current plus five years	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

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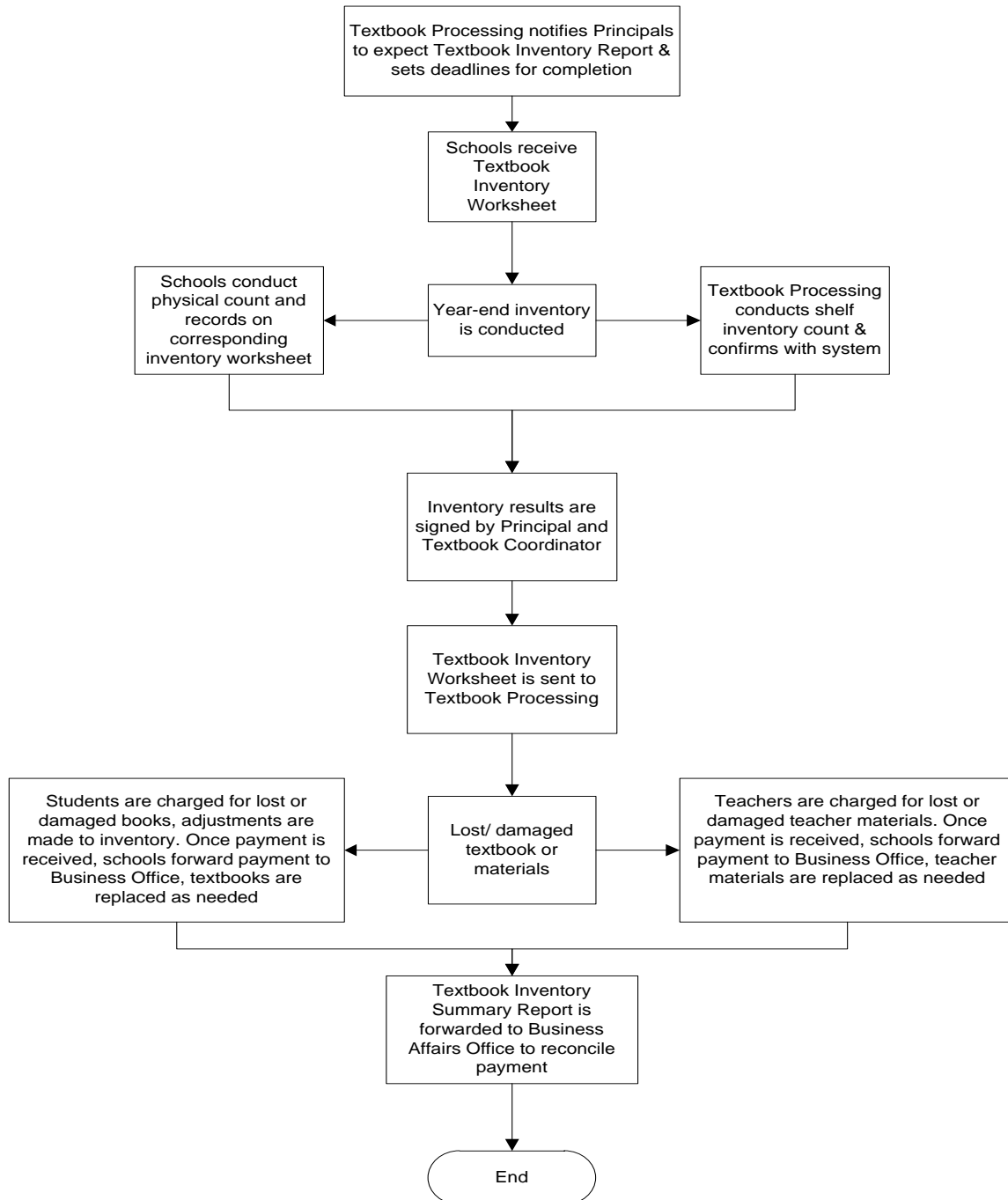
3/06/03	A	Rename responsibility, add definition, clarify 5.7, combine 5.8 & 5.9, renumber, rename 6.3, revise flowchart to reflect changes
5/05/09	B	Change Textbook Operation to Textbook Processing throughout procedure and flowchart
10/17/12	C	Remove Tag Cards, added Student and Teacher Charges, updated the process in 5.0 Procedure

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*** End of procedure ***