



Department: Finance
Policy Number: TXB-A001
Effective Date: 9/14/11

ADMINISTRATIVE POLICY

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

TEXTBOOK DISTRIBUTION POLICY

The Schools Purchasing Director is responsible for overseeing the purchase and distribution of textbooks to each school. The principal is responsible for each child receiving the required textbooks.

Implementing Procedures: [TXB-P001](#) Purchasing/Distribution of Textbooks Under Current Adoption

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 8/10/04 | | Initial Release |
| 9/14/11 | A | 'Purchasing Agent' to 'Purchasing Director' due to a promotion. Updated logo. |

***** End of Policy *****