

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.

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 Roll-up: Using current enrollment to project next year's enrollment.
- 4.2 Textbook Coordinator/Designee: A person or persons appointed by the principal of each school to coordinate receipt of textbooks and the distribution of the textbooks within the school.

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).

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- 5.4 Textbook Processing places textbook order with the publishing company. Textbooks will be bulk shipped to Textbook Processing.
- 5.5 Textbook Processing count, stamp, and number books (unique number used for student assignment) on site. Schools will not assign an additional number to the textbooks.
- 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 counts textbooks to verify delivered quantity. Any discrepancies are noted on the delivery form and the Textbook Coordinator/Designee and the Textbook Distribution Center delivery person recount and sign the delivery form to reflect corrected quantity. 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.

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:

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

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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, 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	Changer Textbook Operations to Textbook Processing and Stores Warehouse to Textbook Distribution Center through procedure and flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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

Purchasing and Distributing Textbooks Under Current Adoption Flowchart

