

## **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: 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 Coordinator completes Textbook Return Form (TXB-F003), indicating number of books to be returned and submits by FAX to Textbook Processing.
- 5.1.1 A copy of the Textbook Return Form 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 form, noting any discrepancies.
- 5.4 Textbook Processing staff updates inventory once the Textbook Return Form is processed in Textbook Processing.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Textbook Return Form ([TXB-F003](#))

### **7.0 RECORD RETENTION TABLE:**

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

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

Clarksville-Montgomery County School System

---

**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

**9.0 FLOWCHART:**

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

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

# Returning Textbooks/Materials Currently in Adoption Flowchart

