



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: 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 notifies the Principal when they can expect Textbook Inventory Report and Textbook Inventory Tag Cards and gives deadlines for completing inventory and returning inventory tag cards.
- 5.2 Schools receive tag cards that provide the following information: title and edition of textbook, publisher, copyright date, current computer inventory count, school location code, tag number 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 corresponding tag card (by individual conducting and recording count).
 - 5.3.2 Textbook Processing conducts a physical count of shelf inventory and confirms with the system.
- 5.5 Textbook Coordinator/Designee enters tag card data (actual physical count) into the computer inventory.
- 5.6 A summary report of the inventory results is printed and signed by the Principal.
- 5.7 Textbook Coordinator sends the summary report and tag cards to Textbook Processing and retains a copy of the report for their files.
- 5.8 Students are charged for lost or damaged textbooks and adjustments are made to inventory once payment is received. Schools forward a check (payment) to the Business Affairs Office for all textbook shortages and monies collected for lost/damaged textbooks by students. Textbooks are replaced as needed to supply school's enrollment.



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5.9 Textbook Coordinator forwards a copy of the Textbook Inventory Summary Report 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 Tag Cards
- 6.3 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 Tag Cards & Textbook Inventory Summary Report	Textbook Operations	Current plus three 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
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

9.0 FLOWCHART:

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

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

Textbook Year-End Inventory Flowchart

