



**Instructional Materials
Coordinators Association of
Texas**

**Tracking Instructional
Materials**

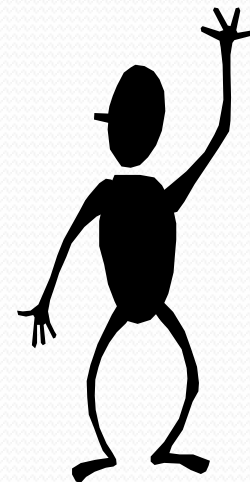
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Plano ISD

469-752-1585

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Topics of Discussion

➤ Purchased Products

- IMA Funds
- Quotes
- PO's

➤ EMAT

- Requisitions
- Disbursements

➤ Received Product

- Verify
- Shortages

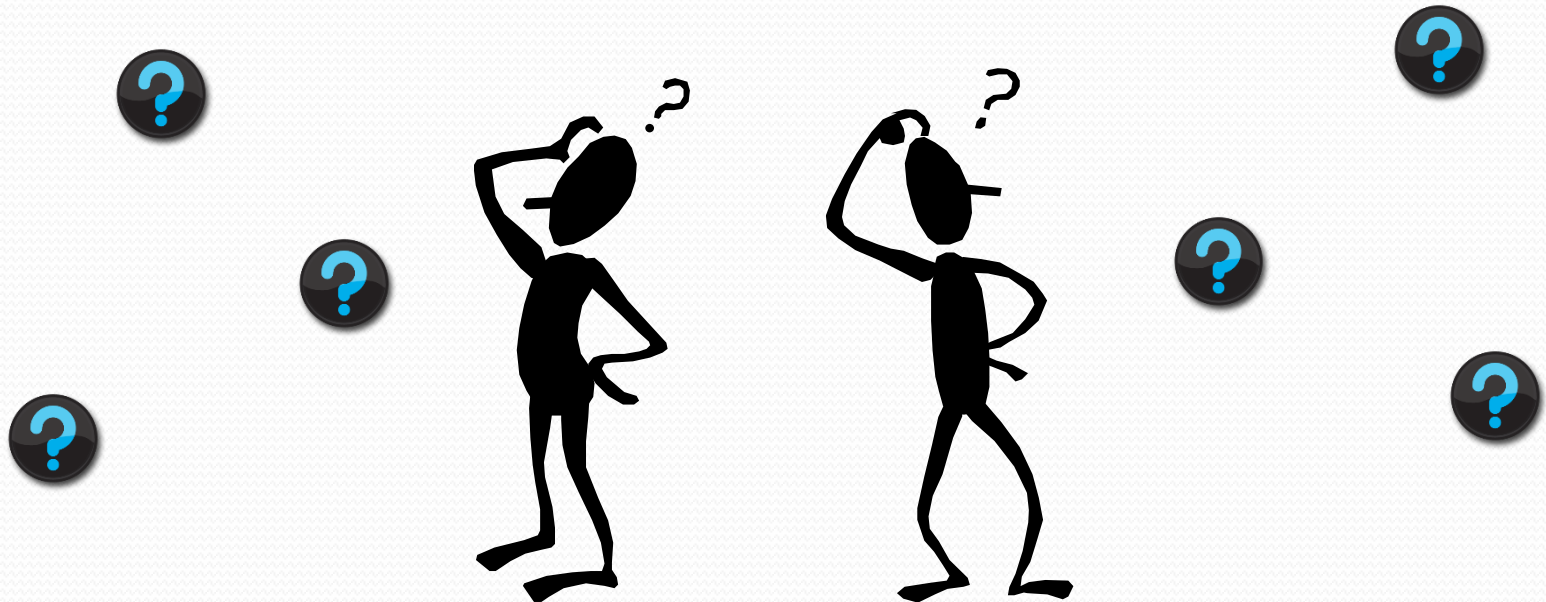
➤ District Tracking

➤ Inventory

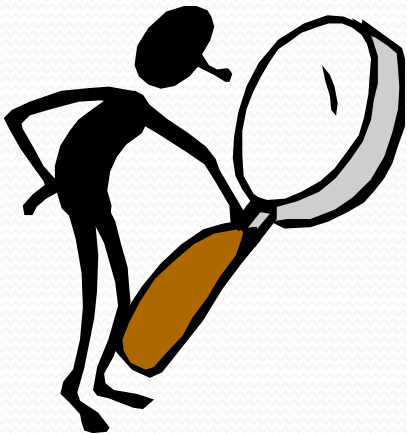
- Campus
- District

➤ Payment for Losses

Purchased Products



IMA Funds



Allotment Summary

County District 057907 DUNCANVILLE ID Region 10
Business Unit 39907 District Type Independent School District Status Active



School Year 2015-2016

[Allotment Report](#)

[Go back to Start Page Allotment](#)

Instructional Materials Allotment Summary

2015-2016 Allotment	\$0.00	Total Allotment	\$603,888.05
Prior Year Carryover	\$603,888.05	Requisitions:	
Adjustments	\$0.00	Completed	\$0.00
<hr/>		Pending	\$-109,850.25
Total Allotment	\$603,888.05	Disbursements:	
		Completed	\$0.00
		Pending	\$0.00
		<hr/>	
		Allotment Used	\$-109,850.25
		<hr/>	
		Allotment Remaining	\$494,037.80



TEXAS EDUCATION AGENCY

Allotment Report DUNCANVILLE ISD

District / Charter: 057907
School Year : 2015-2016

Transaction Type	Date	Transaction ID	Description	Amount
Prior Year Balance	04/08/2015	0000076035	Prior Year Remaining Balance	<u>\$603,888.05</u>
Total Allotment				<u>\$603,888.05</u>
Pending Requisition	05/18/2015	0000128951	Allotment - New Adoptions - EMAT	<u>(\$109,850.25)</u>
Total Pending Requisitions				<u>(\$109,850.25)</u>
Remaining Allotment				<u>\$494,037.80</u>

Quote



Price Quote For:

Plano Isd
650 N MURPHY RD
MURPHY, TX 75094

Quote Date: 11/13/2015

Quote Number: KKOON-11132015-001

Subscription/MCH:
Sales Representative: Kyle Koon
(kyle.koon@mheducation.com)

Account Number: 400490

Site Number: 447000

Send Order to:

McGraw-Hill Education PO Box 182605 | Columbus, OH 43218-2605
Orders_MHE@mheducation.com

Phone: 1-800-334-7344

Fax: 1-800-953-8691

* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges are not included in the quote total. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
TREASURES - TEXAS TEACHER SUPPORT PACKAGE GRADE 2	978-0-02-113160-0	2	\$755.97	\$0.00	\$1,511.94
					VALUE OF ALL MATERIALS \$1,511.94
					FREE MATERIALS \$ 0.00
					PRODUCT TOTAL* \$1,511.94
					ESTIMATED SHIPPING & HANDLING** TBD
					ESTIMATED TAX** TBD
					GRAND TOTAL \$1,511.94

Sole Source

Chapter 44.031(j) Texas Education Code

Single Source Eliminates Competition

Copyright, Patent, Secret Process, or Monopoly

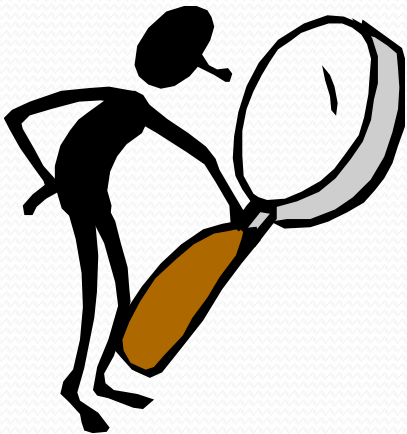
A Film, Manuscript, or Book

Captive Replacement Parts

The Quick Test is Google



Purchase Orders





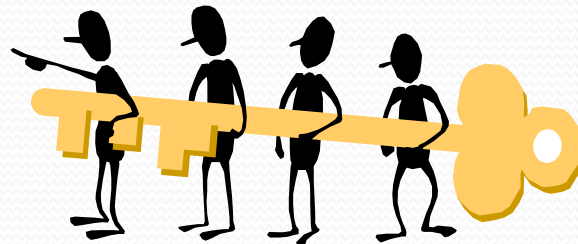
Should Include the Bid#, Quote#, and Disbursement#.

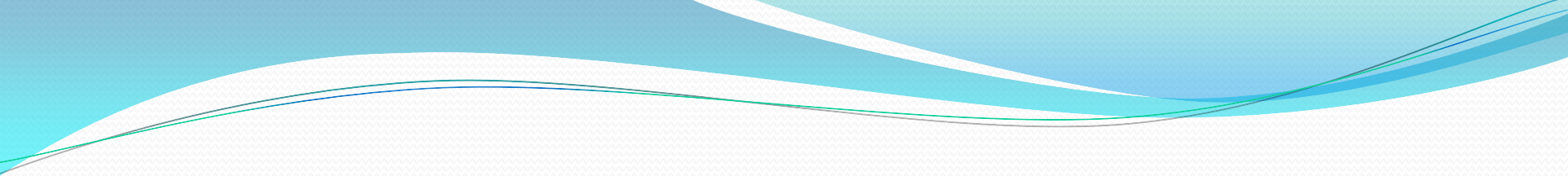
**Should Include Any Free With Purchase Materials Listed on
the Quote.**

**Should be Matched up With Packing Slips When Materials
are Delivered to the District.**

EMAT

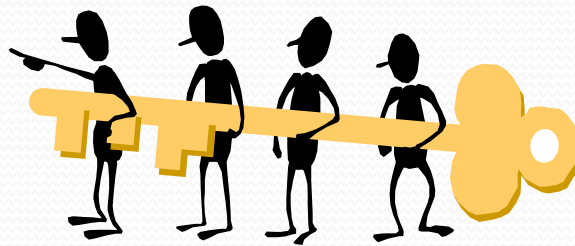
Requisition/Disbursement





Requisitions and Disbursements

Received Products



Verify





**Receiving is the Process of Accepting
Materials into the District or Charter
School.**

**If Product is Not Received Properly You
Will Lose Dollars.**

Locate the Bill of Lading and Attach it to a Clipboard. Unload the Shipment. Receive the Shipment Based on Pallet or Box Count.

Shipment #	Rec'd Date	Initial Rec'd By	# Pallets	# Boxes	Staging Area	Assigned	Step 1	Step 2	Step 3
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Assign a Number for Each Shipment. This Number is Located on the LOG REPORT. Fill in Information on LOG REPORT.

Separate Out the Boxes and Get a Count of Each Line Item on the Packing Slip. Match up the ISBN#'s on the Packing Slip to the Shipment Boxing Labels. Make Sure All Items are Accounted for by Checking Them Off Each Line Item.

Shipment #	Rec'd Date	Initial Rec'd By	# Pallets	# Boxes	Staging Area	Assigned	Step 1	Step 2	Step 3
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Do Not Write on Boxes. If Incorrect Product, Vendors Will Not Accept Returns.

All Shipments Must be Entered Into Inventory. Whether you use a Technology System or Pencil and Paper.

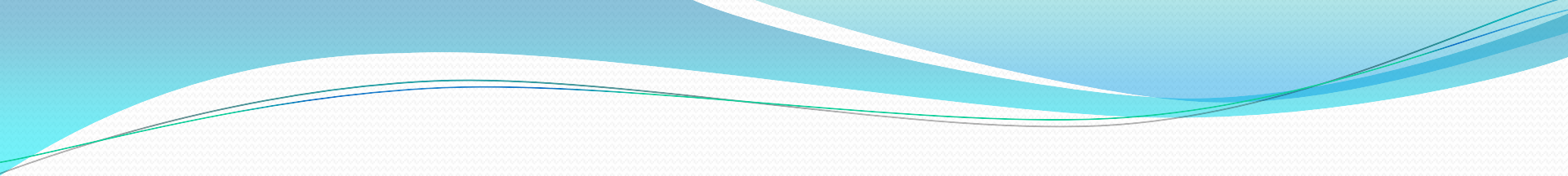
Shipment #	Rec'd Date	Initial Rec'd By	# Pallets	# Boxes	Staging Area	Assigned	Step 1	Step 2	Step 3
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Initial on the LOG REPORT That the Process Was Completed.

Process Any Tickets for the Materials and Send out to the Campuses.

School: _____				Principal: _____		
Date: _____				Textbook Coordinator: _____		
				Extention: _____		
<u>Book Code #</u>	<u>Grade</u>	<u>Count</u>	<u>Title</u>	<u>Receive</u>	<u>Return</u>	<u>Warehouse Use Only</u>

Stock any Remaining Material for Future Use.



Cleaning up the Work Location is Very Important to the Safety of Staff Members. Put Pens, Pencils, Markers, Sticky Notes, Box Cutters, and Clip Boards Back Where Stored.

Verify All Empty Boxes, Shrink Wrap, and Empty Pallets are Returned to Correct Location.

File All Paperwork.

Shortages





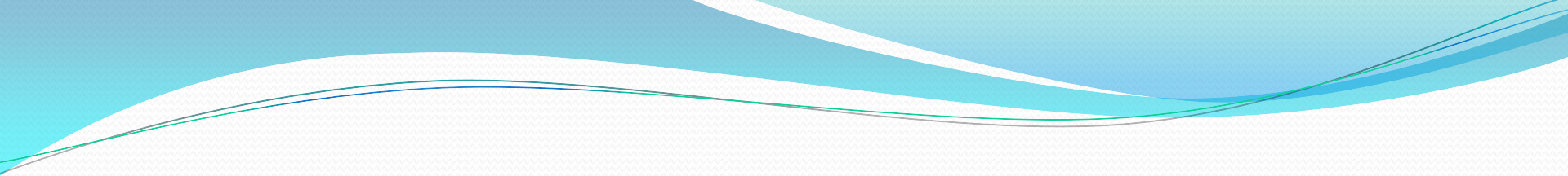
A Shortage is the Difference Between a Requisition or Items Listed on a PO and the Packing Slip Amount.

When Checking in a Delivery, Please Note the Label States How Many Items are in the Box. The Amounts Could Vary Each Time You Receive the Same Title in a Delivery. Check the Boxes.

A District Might Receive a Complete PO or Requisition Order in More Than One Delivery.

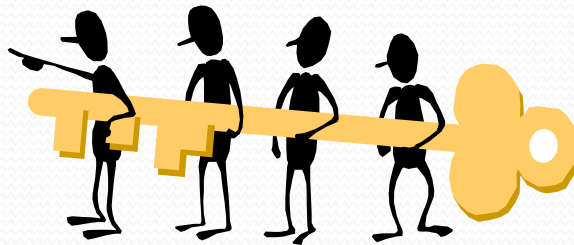
If There is a Shortage, the District Must Contact the Vendor. Packing Slips are Sent to the Vendor to Rectify the Issue.

Defective Textbooks: If the Depository or Publisher Sends a Book That is Defective, a TEX-013, *Shipment Error Report*, Should be Completed and Sent to the Depository or Publisher With a Copy to TEA. A Defective Book is a Book That Contains Defects Such as Missing Pages, Covers Falling Away From the Spine, Pages Bound Upside Down, or Any Other Defects. Defective Books Should be Reported as Soon as They are Received by the District From the Depository or Publisher. The TEX-013 Form Cannot be Completed Online in EMAT. Each District Will be Required to Print the TEX-013, Complete it and Send the Original Form to the Affected Depository or Publisher With a Faxed Copy to TEA. Questions About the Defective Material can be Addressed Directly to the Depository or Publisher.



**It is Recommended That a District Contact
Their Publisher Representative, Not Just
Customer Service, When There is a
Shortage or Defect in Product. Sometimes
They can Expedite the Outcome.**

District Tracking



A Building A Room A Closet

No Matter Where You Store Your Materials You Need to Keep Track of Your Product.

- **Do You Use Pencil & Paper or Software Tracking System?**
- **Who Has Access to the System?**
- **Do You Use Bar Codes? Who Applies the Bar Codes?**
- **Do You Track Ancillary Materials?**



**What Are We Going to
Track?**



How Are We Going to Track?

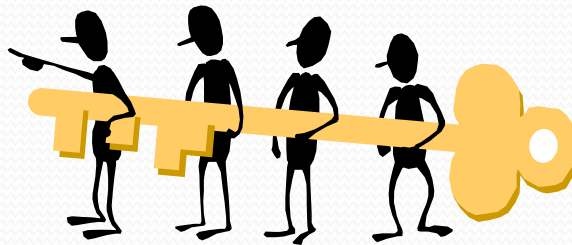


Choosing How to Code Materials

**Usually Districts Code Their Materials by Using the
Multiple List Code (MLC) From TEA**

You Can Find the MLC on the TEA Website

Inventory



Why do Districts Complete a Physical Inventory?

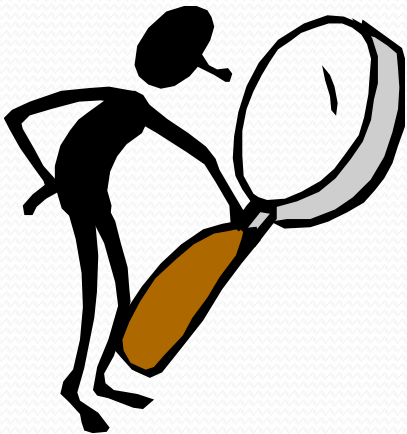
➤ **Accountability**

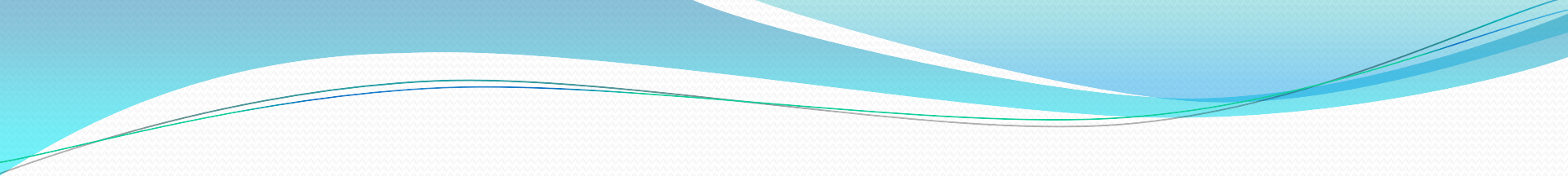
- **IMA Funds -TEA**
- **District Ordering**
- **Campus Needs**

➤ **Correct Accuracy in Receiving, Shipping, and Transactions**

➤ **Opportunity to Update Procedures**

District





Texas Education Agency Regulations Mandate That all School Districts Within the State of Texas Conduct a Physical Inventory Count of all State Adopted Instructional Materials at Least Once a Year and Maintain Accurate Records of this Annual Inventory and Audit. This Annual Inventory Must be Completed and the Paperwork Signed (by the Principal and/or Designated Campus Coordinator).



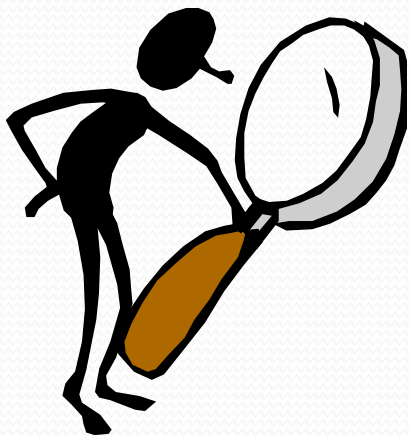
**Your Inventory is More Valuable Than the
Warehouse or Room You Store it in.**

**If You Tighten Inventory Controls, Lost
Product Will be Found Quickly**



Physical Inventory
vs
Cycle Counts

Campus





When Should Campuses Complete an Inventory?

Send to Campuses

- **Copy of Campus Inventories**
 - **No Counts**
- **Copy of Inventory Procedure**
- **Copy of Surplus Pull Back**
 - **Rolled Forward Numbers**
- **Copy of Out of Adoption Procedure**
- **Copy of Retained Out of Adoption**
 - **Direction from Curriculum Dept.**
- **Audit Schedule**



Organize the Pick Up of O/A and Surplus Materials Use Different Color Paper for Labeling.

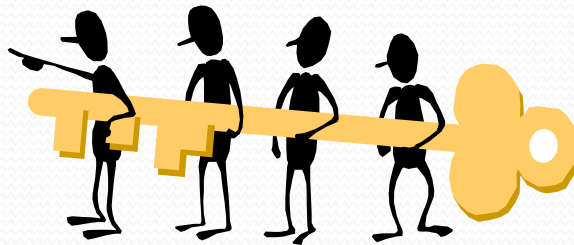
- **O/A Materials are Labeled**
- **Surplus Materials are Labeled**

Inventory vs. Audit

Does Your District Ask For an Audit of Campuses?

- **Once the Campus Has Finished Their Inventory, District Staff Completes an Audit.**
- **Ask a Campus Staff Member to be Available for Questions.**

Payment for Losses





Campus Losses

Does your District Have Campuses Pay For Lost Materials?

Once You Find Out How Many Materials Have Been Lost, Look at Your Grade Level Counts for Next Year and Purchase According to District Needs.



“Real strength has to do with helping others.”

Fred Rogers, *The World According to Mister Rogers:*
Important Things to Remember



Thank You!