

Instructional Materials: Campus Responsibilities

Instructional Materials

Each campus will designate an administrator as the Campus Instructional Materials Coordinator responsible for the campus TIPWeb inventory. Campuses are to notify School Services when assigning a new campus coordinator as well as ensuring the new coordinator attends TIPWeb training.

All books are to be barcoded for inventory purposes. Campuses are responsible for maintaining the inventory of individual books in sets and kits and only counting the set or kit if complete on the end of year campus inventory.

Materials issued to students are to be in usable condition. Students will be charged the replacement cost of any item returned in an unusable condition as determined by the Campus IM Coordinator.

Campus Inventories

Campuses are to conduct a fall audit to ensure the inventory is correct and new materials delivered before the start of the year have been added to the inventory.

Campuses are responsible to conduct an end of year inventory, assess and collect the replacement cost from students for lost materials and submit their End of Year Inventory to School Services.

Pick Up and Delivery of Materials

For record keeping purposes, all materials will be delivered to the campus by the Distribution Department.

Campus administrators are responsible to count and accept the instructional materials at the time of the delivery.

Campuses must submit a Distribution's Warehouse Pick Up & Delivery Request once notified by School Services that materials are available for delivery. Campuses are to request a delivery date when an administrator is available to receive the materials.

End of Year Campus Audits

Campuses are responsible to schedule their End of Year audit through School Services. Campuses are to be prepared to conduct the audit at the scheduled date and time they have chosen. Dates and times are available on a first come first served basis. The District IM Coordinator along with the Campus Coordinator will conduct the audit.

All items purchased through IMA funds and part of the campuses inventory including teacher editions, classroom sets, and teacher kits are subject to the audit.