**Return of Instructional Materials**

**Reasons a campus might return materials to the warehouse:**

* **Surplus**
* **Damaged (Destroyed)**
* **Wrong Instructional Materials sent to campus**

**Procedures for returning materials**

* **Campus staff informs campus IM coordinator of a need to return materials.**
* **Campus IM verifies the need to return materials and creates adjustment in Tipweb.**
* **Campus IM coordinator must determine the type of return to be made by using the guidelines for destroyed and worn out IM and enter it correctly in Tipweb.**
* **Destroyed - IMthat has been identified no longer usable by the district due to acts of God, fire, or body fluids and no payment is expected by the student, parent or guardian. Campuses must submit a *Destroyed Adjustment* for the number of copies of IM, pending approval. Use the note field to explain reasons. Materials will be picked up and discarded by the warehouse.**
	+ **DO NOT return if destroyed by body fluids, dispose at campus**
* **Worn– is identified by everyday use by students, not neglect or misuse, campuses will submit a *Worn adjustment.***
* **Campus IM coordinator boxes up materials**
	+ **Do not use boxes larger than a paper box**
* **The district will verify the return and sign and return the pink copy to the campus.**
* **The district will complete the adjustment in Tipweb.**

**Additional information when returning materials:**

* **The IM department has a limited supply of empty boxes, so please keep boxes from previous shipments to use when returning materials.**
* **All boxes will need to be marked with campus initials and the box number Example: FES 1 of 2, FES 2 of 2**
* **Do not return worn and surplus together**
* **Include a copy of the call tag (adjustment).**
* **No campus to campus transfers are allowed all IM must go through the district.**