**Adoption Process**

* Work with Curriculum to get samples ordered
* Attend meetings to make sure products being reviewed align with TEKS and operating systems
* Publisher hearings
* Decisions voted on and made
* Decisions sent to board for approval
* Quotes from the publishers
* Order materials
* Receive materials
* Put pallets/materials together that match by grade level and volume number
* Break down mixed pallets
* Inventory materials and add to textbook tracking system
* Barcode books and Teacher editions
* Enrollment counts for each campus
* Create orders for each campus (3 part paper)
* Print orders from textbook tracking system
* Pull orders that were created for each campus tear pink copy off and give to IM Coordinator to change status of order in system
* Stage orders by routes
* Deliver books to schools and place in designated areas known by IM warehouse staff and leave yellow copy for campus records
* Organize books by grade level and title at school
* Bring white copy to IM Coordinator to match up with pink to receive inventory on campus level for audit purposes

**Consumable Orders**

* State adopted materials that are purchased for the length of the adoption (8+ years)
* Order based on current enrollment for the first year
* Years 2-8 are ordered based on grade level numbers as long as you don’t go over total quantity
* Receive these orders every year from publisher
* Pull what is needed per campus and store the rest
* Delivery process the same as above

**Orders from campus**

* Order created in textbook tracking system
* Email notification from tracking system to IM Coordinator
* Print orders on 3 part paper
* Give orders to IM staff to pull from warehouse supplies if enough in stock; if there isn’t enough a back order is created and then we have to get quotes and order additional materials
* Once additional materials are received we add to inventory, print barcodes, barcode books, print order, process order and give pink copy to IM Coordinator to note in system
* Deliver materials to campus, get signature and leave yellow copy
* Bring signed white copy back to IM Coordinator to add materials to campus audit

**Audits**

* Create audits in textbook tracking system
* Train campus staff on how to organize stage materials for audit
* Campus staff verifies and submits audits in textbook tracking system
* Campus staff schedules a day and time with IM staff to conduct audit
* IM staff goes to every campus to conduct audit
* IM staff makes adjustments on campus audit based on findings/conclusions
* IM staff has process in place if books are found after the audit for adjustments
* IM staff creates a spreadsheet for finance department to collect funds for missing books
* IM staff gets quotes on replacing items lost from audits
* IM staff orders needed lost materials for replacement

**Processing Orders**

* Receive orders from IM Coordinator
* Pull materials from warehouse stock based on what is ordered by verifying product with the ISBN and by routes for easier delivery
* Pay attention to volumes and quantities as they are different; there may be multiple volumes for one grade level and different quantities on the boxes (for example: volume 1 may have 12 in box but volume 2 has 18 in a box)
* They may also not be in order on the sheet by volumes as the system tracks by ISBN order
* Once order is complete tear off pink copy and give to IM Coordinator
* Place white and yellow in envelope with campus name, shrink wrap the pallet and stage pallets for delivery by routes

**Delivery Process**

* Load trucks by routes
* Staff goes to campuses for delivery
* Staff unloads pallets on to carts to move into campuses
* Staff deliver to designated locations like stage or gym or designated classroom (can’t deliver large orders to offices or on floor because of waxing and cleaning in the summer)
* No deliveries allowed on testing days
* Staff organizes materials by grades, titles, language and volumes in designated locations
* Staff leaves yellow copies with the materials in the envelope and brings white copies back to IM Coordinator to add to inventory counts
* When trucks are empty go back to warehouse and clean out pallets and shrink wrap
* Reload trucks for next route area

**Out of Adoption Pick ups**

* Schools stage materials close to an exit door
* Schools email Misty a picture and location of materials so we know what supplies to take with us for the pick up
* Staff puts gaylords and pallets in back of truck
* Staff puts carts and bins in vans
* Staff goes to campuses
* Staff goes in to get materials paying close attention to make sure all materials are out of adoption; campuses tend to put in adoption materials that they don’t want or use in stack
* If there is in adoption materials in the stack we will leave them at the campus and my staff will let the IM Coordinator know so that I can email the campus to let them know the materials left are in adoption
* We pick up all instructional materials that are set out even if we didn’t purchase them; they receive lots of materials from other departments that we don’t know if they are in or out of adoption
* Once the truck is full they will come back to warehouse and unload trucks
* Once we have 24 full gaylords then we call a recycling company to come and pick up the materials

**Library Services**

* Receive large orders in the warehouse because of spacing
* Move orders up to library services area as they have space to process them
* Help count/verify orders are correct if we have time
* Label boxes by school and box number with library labels
* Stage orders by delivery route
* Deliver processed library books to campuses on a daily basis

**Library Service Help Tickets**

* Receive help desk tickets for library services
* Pick up boxes based on help ticket
* Delivery drivers let IM Coordinator know the pick-up was complete to close out ticket
* Deliver boxes to Library Services

**Summer Learning**

* Materials are processed at Little Rd. Annex
* Google spreadsheet sent to IM Coordinator
* IM Staff picks up materials based on boxes/bins staged by campus route order
* IM Staff delivers to campuses and location noted on Google spreadsheet
* IM staff gets signature at campus
* When all items have been delivered IM Coordinator sends signature sheet to Summer Learning department
* When Summer Learning ends campuses stage materials in a location close to exit door and send information to Summer Learning staff
* IM staff picks up summer learning materials and delivers them back to Little Rd. Annex

**Curriculum Deliveries**

* Items randomly show up by the truck load to warehouse
* IM staff looks for packing list or name designated on bill of lading
* IM Coordinator contacts the department that ordered materials to see where they belong
* Department that ordered the materials will come to warehouse to process/organize delivery
* Department lets the campus know to be expecting the delivery
* IM staff deliveries the materials to campuses with a signature sheet
* IM coordinator sends signed delivery sheet to department that ordered materials
* Extra materials were stored in IM warehouse sometimes for months before delivery could occur