

**GREENE COUNTY SCHOOLS
TEXTBOOK INVENTORY PROCEDURES**

1. During the summer the materials clerk will record and enter into the computer inventory the distribution of newly adopted textbooks to each school/grade/course. **This will include consumable textbooks.**
2. At the beginning of each year each teacher will complete the textbook inventory for all textbooks assigned to him/her. A copy of the initial inventory will be sent to the materials clerk and a copy will be retained by the teacher and principal.
3. Throughout the year each teacher will maintain the textbook inventory and will record books transferred out, books received, books lost, and books destroyed or damaged. Books lost, damaged or destroyed should be paid for by the student and funds turned in to the Central Office. **All book transfers will be through Central Services. Books are not to be sent with the student.**
4. After the initial textbook inventory is turned in the materials clerk will reconcile with the current computer inventory. The inventory will be maintained current throughout the school year as book transfers occur or books are lost, damaged or destroyed.
5. A few weeks before the end of the school year the materials clerk will send each school an inventory of textbooks that they should have on hand.
6. At the end of the school year teachers should collect all textbooks and reconcile with his/her inventory. Teachers should inspect each book for damage or abuse and collect payment from students if warranted (a pro-rated price for the book can be obtained from the materials clerk). Also, books lost or destroyed must be paid for.
7. Copies of the reconciled inventory will be given to the principal and sent to the materials clerk **no later than one week after school is out.** **If this does not reconcile with the computer inventory at Central Services the school will be invoiced for all books unaccounted for.**
8. Each principal will compare the books on hand at each school to the projected enrollment for each grade/course. **Extra books will be sent to Central Services during the month of June.** Schools that need additional books based on projected enrollment will request them, **in writing by the principal,** during the month of June and the materials clerk will send these books to the school **no later than the end of July.**
9. The **official projected enrollment** will be the projected enrollment sent to the director of schools by each principal as requested each spring. Principals are to retain a copy and the materials clerk will obtain a copy from the director of schools. **All textbook orders, including newly adopted textbooks, will be based on the projected enrollment.**

10. All requests for textbooks will be made in writing or e-mail by the principal only.

11. All deliveries of textbooks or materials will be signed for by school personnel.