

## TEXTBOOK INVENTORY PROCEDURES

Enclosed is a copy of the T.E.A. guidelines for district textbook audit preparations. Unless arrangements are made with the Textbook Department, each campus must follow these procedures.

The Textbook Warehouse Department will be conducting audits late May or early June. The assistance of the Campus Textbook Coordinator will be needed to expedite the audit.

***Schools with a \$500.00 or less inventory shortage from the previous year may not be subject to an audit.***

### General Guidelines

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 textbook inventory must be completed and the paperwork signed (by the Principal and/or designated Campus Textbook Coordinator).

***Each campus needs to complete the inventory count of all materials before the audit team arrives. The audit team will then conduct an audit using the campus' inventory paperwork.***

Each textbook coordinator and building principal is responsible for the T.E.A. annual inventory of textbooks. Each campus will receive an End of Year Inventory-Physical Count. The list will help as you prepare for the inventory. It is our suggestion you conduct your annual inventory as you arrange the books for the audit. If the audit team arrives and the campus inventory has not been completed, the audit team will leave. The Textbook Warehouse will then communicate to the Principal and the Area Cluster Superintendent the audit could not be completed.

Audits of the campus textbook inventories will be conducted between late May-early June. Any campus ready for the audit prior to the last day of school please call the Textbook Warehouse. We will do our best to schedule a date and time that is convenient for each campus. We will take requests on a first come first serve basis. If a campus

determines it cannot hold the audit on the scheduled date and time contact the Textbook Warehouse as soon as possible.

## **Inventory Guidelines**

All textbooks and instructional materials charged to the campus must be gathered together in a secured location. When choosing the location, there should be adequate space and visibility for auditors to locate titles.

In order to expedite the audit it is suggested that books be stacked in the cafeteria, library, gymnasium, or auditorium. The determined location for the inventory and audit must be a locked or otherwise secured location. If more than one location is used to house the books please provide that information to the Textbook Warehouse staff. ***A clear, concise description of the location of books should be provided to the Warehouse staff 1 week prior to the auditors' arrival.***

If your school is undergoing renovation this summer, contact the New Construction department to determine the best location for the inventory. If your campus is having summer school inventory will be scheduled before the session begins. ***Please notify the Textbook Warehouse by email if your campus will have summer renovations or summer school.***

## **Preparation of books**

A uniform method of stacking books will make for an organized and smooth inventory. Books should be stacked the following ways;

- Elementary grades-books should be arranged by grade, then by title within each grade
- Elementary grades-books within a set of more than one title, separate by title
- Secondary grades-books should be arranged by subject, then by title within each subject

We strongly recommend the books be clustered in stacks of 25 to 50 copies, with every five books turned the opposite direction.

## **ESL Inventory**

An inventory list of ESL instructional materials will be sent to the campus textbook coordinator. The campus textbook coordinator is responsible for completing a separate inventory of these materials. These materials need to stay separate from the regular membership inventory. Please call the Textbook Warehouse with any questions you have concerning the ESL inventory list.

## **Regular Special Education Inventory**

An inventory list of Regular Special Education instructional materials will be sent to the campus textbook coordinator. The campus textbook coordinator is responsible for completing a separate inventory of these materials. These materials need to stay separate from the regular membership inventory. Please call the Textbook Warehouse with any questions you have concerning the Regular Special Education inventory list.

## **Special Education District Purchased Inventory**

Plano ISD has purchased student textbook and teacher instructional materials to be used by the district's Special Education Department. An inventory list will be sent to the campus textbook coordinator. Each campus textbook coordinator is responsible for completing a separate inventory of these materials. A solid red star stamped on the inside cover identifies these instructional materials. If the instructional material (textbook or teacher editions) does not have a red star, it is not part of this district purchased material and needs to be inventoried in the Regular Special Education materials. This inventory will not be counted against your regular membership. These materials need to stay separate from the regular membership inventory. Please call the Textbook Warehouse with any questions you have concerning the Special Education District Purchased Inventory.

***Please call the Textbook Warehouse with any questions you may have. We are here to help each campus have a smooth and complete inventory.***