

2008-2009 End of Year (EOY) Summer Campus Textbook Inventory Guidelines

These guidelines are designed to help you get accurate results. Please read carefully and call the District Textbook Office at 397-8131 or e-mail us if you have any questions.

Count all items listed on your Campus Inventory Worksheet, including Teacher Editions and Systems.

Count all components of multiple volume sets and Reading Systems and order the missing components from the publisher to make your systems complete. If you do not know how to order these components, contact the District Textbook Office for that information.

There is no need to report your CONSUMABLE items.

"Damaged" books should not be counted with the school's inventory. These include ones that have been torn, written on or damaged in some other way due to neglect by the student. These books cannot be issued to another student. Payment should be collected from the students. If a student pays for a book, it then becomes their property.

"Worn Out" books are defined as those books that are falling apart due to normal wear and tear should be collected in a separate stack but with the other books of the same title. We will note the books when we do the audit and attempt to order replacements from the publisher. Once the replacements arrive, we will pick up the worn outs and replace with what we receive.

Remember that the materials the teachers use are property of NISD, not the teachers and not the campus.

Fill out the 2008-2009 End of Year Payment for Lost Textbooks form completely. Fill in all information listed and the total amount owed for missing textbooks will be calculated.

Prepare a "Student Activity Funds (SAF) Payment request to transfer the appropriate amount to the District's Lost Textbook Account. Call the District Textbook Office for that account number if you do not have it.

Thank you for your cooperation and assistance in this endeavor. Your efforts will ensure a smoother running textbook operation for all schools and students next year.