
CURRICULUM
PURCHASING TEXTBOOKS/INSTRUCTIONAL MATERIALS
(CUR-P003)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used for purchasing textbooks/instructional materials for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Curriculum & Instruction Supervisors
- 2.2 Purchasing Buyer

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Executive Director of Curriculum & Instruction

4.0 DEFINITIONS:

- 4.1 SLPS – St. Louis Public Schools
- 4.2 SAP – Enterprise Financial System

5.0 PROCEDURE:

- 5.1 Contact Vendors regarding Acceptance of Proposals
- 5.2 Generate Spreadsheet of Textbook/Instructional Materials Volume Numbers
- 5.3 Distribute Textbook/Instructional Materials Volume Spreadsheet to Selected Vendors
- 5.4 Contact Purchasing to Generate Purchase Orders by Selected Vendors
- 5.5 Purchasing Generates Purchase Orders from SAP
- 5.6 Distribute Purchase Orders to Selected Vendors
- 5.7 Vendors Drop Ship Textbooks/Instructional Materials to Schools
- 5.8 Follow-Up with Schools/Vendors as Needed Regarding Textbook Distribution

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook/Instructional Materials Volume Spreadsheet
- 6.2 Purchase Orders

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7.0 RECORD RETENTION TABLE:

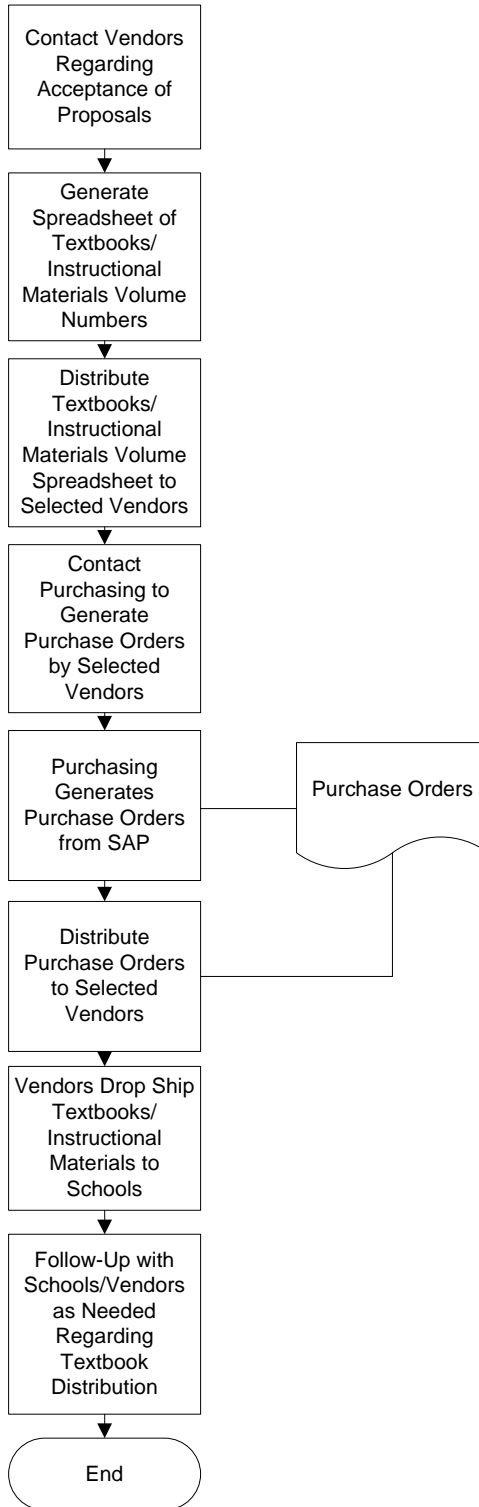
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Textbook/ Instructional Materials Purchase	Computer Hard Drive	Various	Discard as Desired	Password Protected Computer

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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*** End of Procedure ***