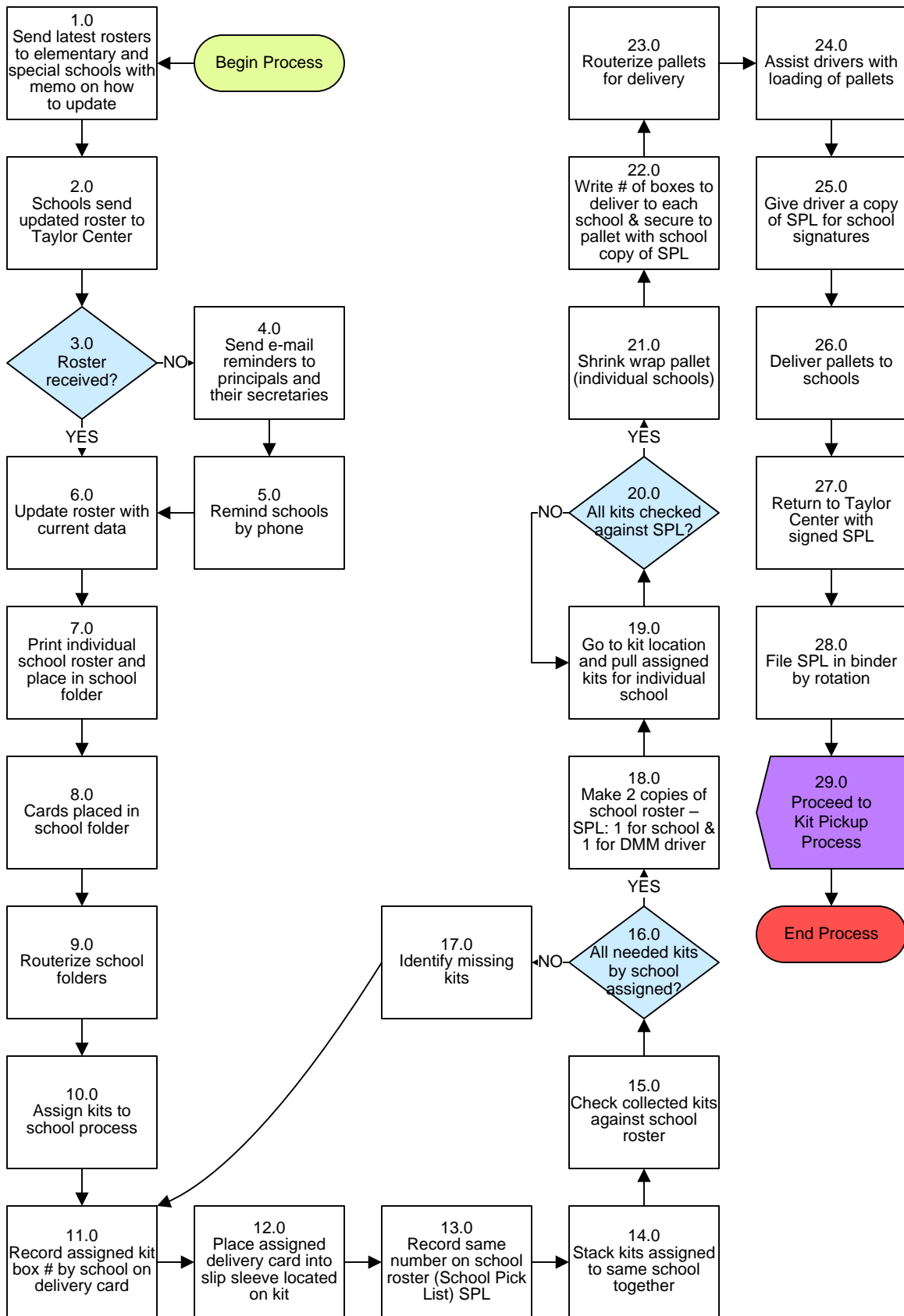


Taylor Science Materials Center – Delivery Process



To Details 1

Taylor Science Materials Center – Delivery Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Send latest rosters to elementary and special schools with memo on how to update

Annual roster update request memo should be sent to teachers by grade level by mid-July.

Step 2.0: Schools send updated roster to Taylor Center

Step 3.0: Roster received?

If no, proceed to Step 4.0. If yes, skip to Step 6.0.

Step 4.0: Send e-mail reminders to principals and their secretaries

Step 5.0: Remind schools by phone

Step 6.0: Update roster with current data

Step 7.0: Print individual school roster and place in school folder

Do this in early August/mid-November/mid-December/mid-March.

Step 8.0: Cards placed in school folder

Step 9.0: Routerize school folders

Step 10.0: Assign kits to school process

Step 11.0: Record assigned kit box # by school on delivery card

For example: RSS 007.

Step 12.0: Place assigned delivery card into slip sleeve located on kit

Step 13.0: Record same number on school roster (School Pick List) SPL

Step 14.0: Stack kits assigned to same school together

Step 15.0: Check collected kits against school roster


Step 16.0: All needed kits by school assigned?

If no, proceed to Step 17.0. If yes, skip to Step 18.0.

Step 17.0: Identify missing kits

Once identified, return to Step 11.0.

 To Details 2

 Return to Key Process

Taylor Science Materials Center – Delivery Process

Step 18.0: Make two copies of school roster – SPL: one for school and one for DMM driver

Step 19.0: Go to kit location and pull assigned kits for individual school

Step 20.0: All kits checked against SPL?

If no, return to Step 19.0. If yes, skip to Step 21.0.

Step 21.0: Shrink wrap pallet (individual schools)

Step 22.0: Write number of boxes to deliver to each school and secure to pallet with school copy of SPL

Step 23.0: Routerize pallets for delivery

Step 24.0: Assist drivers with loading of pallets

Step 25.0: Give driver a copy of SPL for school signatures


Step 26.0: Deliver pallets to schools


Step 27.0: Return to Taylor Center with signed SPL

Step 28.0: File SPL in binder by rotation

Step 29.0: Proceed to Kit Pickup Process

This ends the process.

 [Return to Details 1](#)

 [Return to Key Process](#)