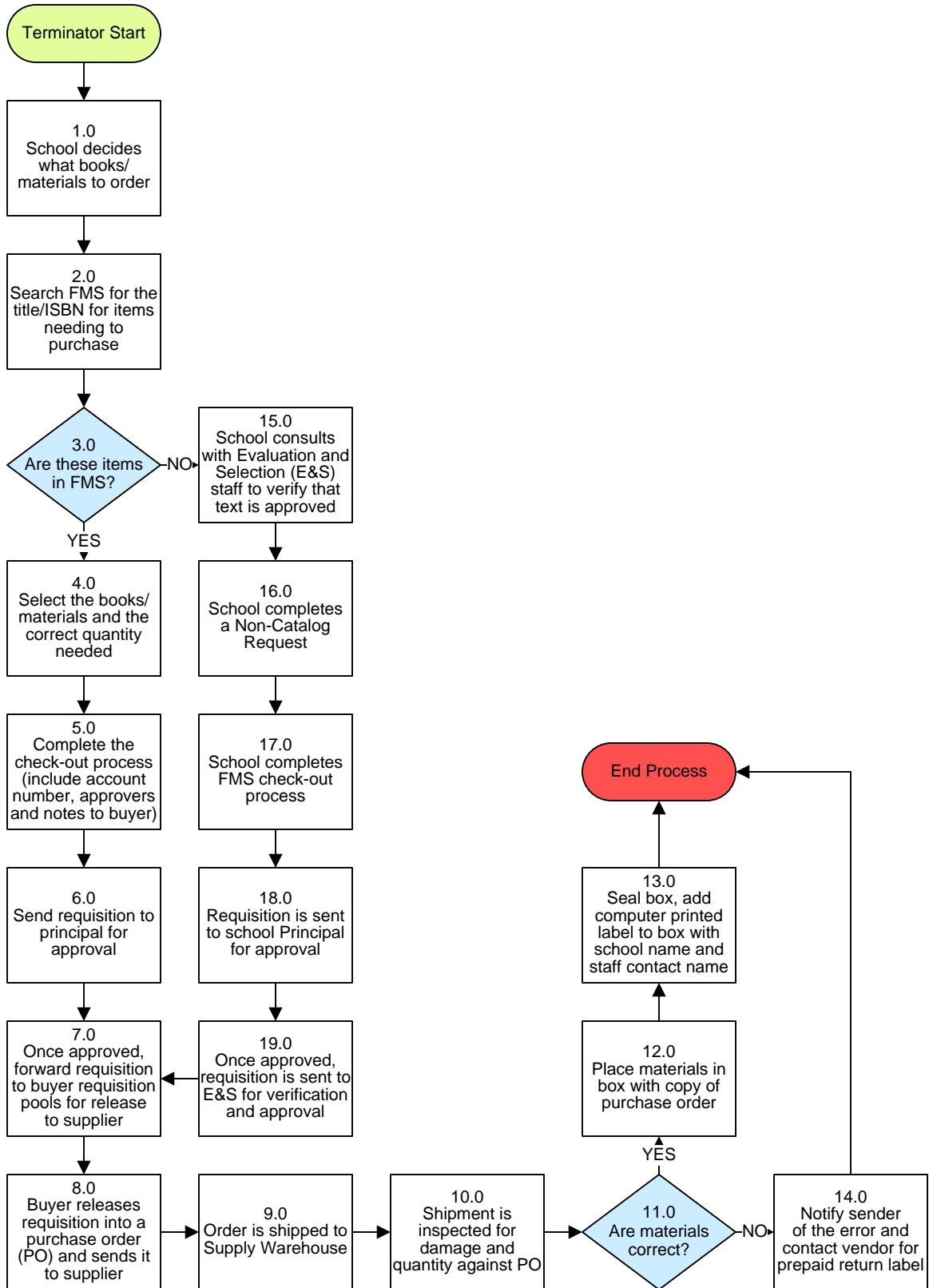


# DMM Main Office – Textbook and Instructional Material Ordering Process



## **Main Office – Textbook and Instructional Material Ordering Process**

### **3. PROCESS AREA/BUSINESS AREA DESCRIPTION**

**Step 1.0: School decides what books/materials to order**

**Step 2.0: Search FMS for the title/ISBN for items needing to purchase**

**Step 3.0: Are these items in FMS?**

If yes, proceed to Step 4.0. If no, skip to Step 15.0.

**Step 4.0: Select the books/materials and the correct quantity needed**

**Step 5.0: Complete the check-out process (include account number, approves and notes to buyer)**

**Step 6.0: Send requisition to principal for approval**

**Step 7.0: Once approved, forward requisition to buyer requisition pools for release to supplier**

**Step 8.0: Buyer releases requisition into a purchase order (PO) and sends it to supplier**

Requisitions may be sent via fax, email or snail mail.

**Step 9.0: Order is shipped to Supply Warehouse**

**Step 10.0: Shipment is inspected for damage and quantity against PO**

**Step 11.0: Are materials correct?**

If yes, proceed to Step 12.0. If no, skip to Step 14.0.

**Step 12.0: Place materials in box with copy of PO**

If appropriate, materials may be placed in an envelope instead of a box.

**Step 13.0: Seal box, add computer printed label with school name and staff contact name**

**Step 14.0: Notify sender of the error and contact vendor for prepaid return label**

Vendor provides a prepaid return label when errors in orders exist. MCPS then returns the incorrect/damaged item(s) for correction.

**Step 15.0: School consults with Evaluation and Selection (E&S) staff to verify that text is approved**



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## **Main Office – Textbook and Instructional Material Ordering Process**

### **Step 16.0: School completes a Non-Catalog Request**

Please provide all of the information for the book in FMS.


### **Step 17.0: School completes FMS check-out process**

Please include account number, approvers and any additional notes to the buyer.

### **Step 18.0: Requisition is sent to school principal for approval**

### **Step 19.0: Once approved, requisition is sent to E&S for verification and approval**

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