

Acquisition Process

ALLOTMENT

Annually, each school media center will be provided an allotment for books, periodicals, nonprint materials, and media supplies from state / local funds. This allotment is usually determined by mid-April for the following fiscal year and given to the principals.

When needs are identified that cannot be met through state / local and/or federal funds, requests should be made in writing to the building principal prior to March 1. This allows principals to include such needs in the next year's budget requests.

Note: Fine money or book fair earnings may be used to purchase media materials. Directions for completing purchase orders using this source of funding will be provided by the building principal. (See [TCBOE policy on cash in school buildings](#).)

Financial Reports

Financial status reports should be requested quarterly from the Central Office via the school secretary. Media specialists should carefully review accounts and notify the Central Office of any discrepancies. A balance sheet of funds committed and actual expenditures should be kept in order to maintain an accurate financial record.

Suggested Time Line for Expenditures:

A major portion of state / local monies should be committed by early fall. Periodical orders should be prepared in the early spring and given to the System Media Contact Person as specified. These orders will be placed immediately and invoiced after July 1. (Note: Spring orders will be deducted from the upcoming fiscal year's budget.)

From reports of accounts, media specialists should monitor the balance of funds. All remaining funds should be allocated and purchase orders placed on or before April 1.

PROCUREMENT

The media specialist functions as a purchasing agent for a variety of materials. These materials include:

- books and pamphlets
- periodicals
- newspapers
- nonprint materials such as videos
- supplies
- equipment

The media specialist and the school media committee (including a school administrator) shall determine the most effective use of the media funds allocated to individual schools. State rules mandate that 100% of media funds must be used for media materials. (See Test 4 for definition of media materials.) An ongoing consideration file comprised of faculty recommendations, professional reviews, standard catalog and bibliographic listings will be maintained by the media specialist.

Note: Format is a secondary consideration as media specialists work to procure specific print titles for the collection. Therefore, possible choices include:

prebound editions
publisher's library bindings
trade editions
paperbacks
hardbound paperbacks

Purchase Orders

Each media specialist is responsible for the preparation of media-related purchase orders. TCBE purchase order forms will be used for all orders utilizing state funds. (See TCBE regulations [DJEG-E \(1\)](#) and [DJEG-R](#).) In-house media accounts require Internal Account purchase order forms.

The TCBE multi-part form may be used as a cover sheet for lengthy orders. The total number of print or nonprint materials and estimated total price should be indicated on the TCBE form. A listing of specific titles would be attached.

Typed purchase orders should include:

complete vendor address
account number
complete product listing (including description and vendor ID numbers)
price
shipping and handling charges, if possible
"Do Not Exceed" instructions if applicable
instructions and pricing for desired processing
special instructions as needed

Receipt of Order

1. Verify package contents against packing slip and/or invoice.
2. Verify that the proper edition has been sent and/or that no item is defective.
3. Compare prices listed on the packing slip and/or invoice against price noted on the purchase order. Request copy of invoice from central office if necessary.
4. Return unacceptable materials in accordance with vendor instructions.
5. Notice to Central Office form should be used to advise central office accounting of purchase order delays or difficulties.
6. Notify school bookkeeper when purchase is complete. Bookkeeper then sends the signed receiving copy of the purchase order to central office. The invoice will be paid upon receipt of the receiving copy.