

FINANCIAL SERVICES

Purchasing and Supply

Purchase of Textbooks, Instructional Materials, Learning Media (excluding Software), Maps and Globes, and Library Materials

This regulation supersedes Regulation 7457.

I. PURPOSE

To provide guidance on how to order textbooks, instructional materials, learning media (excluding software), maps, and globes.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been completely revised and should be reviewed in its entirety.

III. PROGRAM OF STUDIES

The Department of Instructional Services publishes the Program of Studies (POS) Section F catalog annually. It lists and describes all basal and supplementary textual materials, including maps and globes, that have been approved for use throughout Fairfax County Public Schools by the Departments of Instructional Services and Special Services and the Office of Adult and Community Education. The textbook order form is generated from the POS Section F catalog data base and contains primarily basal items, which are each identified by a ten-digit Fairfax County Identification Number (FCIN).

IV. STOCKED APPROVED POS MATERIALS

Approved POS materials can be ordered in iCASPS through the Inventory Request process. A list of titles is available online at the following web site: <http://fcpsnetfcps.edu/fsapps/catalog/textbookcatalog.cfm>. These items are stocked in the Office of Procurement Services warehouse, and the vendor identification is "warehouse."

V. ORDERING TEXTBOOKS AND INSTRUCTIONAL MATERIALS

A. Placing Orders

1. Schools and departments are encouraged to check the availability of titles on the Textbook Exchange application at the following web site: <http://fcpsnet.fcps.edu/fsapps/textbookExchange/TelogonPage.htm> before placing orders online through the eSchoolMall application or directly with publishers.
2. Materials can be purchased by two methods:
 - a) Orders can be placed directly with the publishers using the textbook procurement card as the method of payment.
 - b) Schools and departments are encouraged to place orders by accessing the electronic textbook ordering system eSchoolMall, which is located at: <http://www.eschoolmall.com/secure/login.asp>. Credit card information should be entered into eSchoolMall when placing the order.

B. Freight Management

Freight management is a centralized process that allows FCPS to manage all freight costs associated with materials purchased from publishers. Through agreements with UPS and FedEx, schools and departments are able to order textbooks with no freight cost billed to the school and department. All charges for freight are centrally managed and paid for by the Office of Procurement Services.

VI. LIBRARY MATERIALS

Purchasing of library materials shall be directed to Library Support Services at the Instructional Programs Support Center. The librarian shall use Regulation 6760, <http://www.fcps.edu/Directives/R6760>, in the selection of materials.

A. Appropriated Funding

1. Annual library allocations are budgeted by Library Information Services using a formula based on membership, replacement cycle, and current cost of materials.
2. Refer to the Librarian Support Services Handbook for purchases, http://www.fcps.edu/DIS/LMS/Library_management/dpfs/LSSHHandbook2006-2007.

B. Deposits to Library Accounts

Deposits may be made to the appropriated library account in the following ways:

1. Checks from sources such as book fairs, PTAs, memorials, etc.
2. Checks from advanced appropriated funds.
3. Checks shall be made payable to Fairfax County Public Schools and accompany a memo addressed to the Office of Finance. The memo shall identify the library index and subobject codes. A copy of the memo shall be provided to the manager, Library Support Services, at the Instructional Programs Support Center.
4. For proper crediting of the account, a copy of the memorandum and the check shall be forwarded by school personnel to the manager, Library Support Services, at the Instructional Support Center.