May 4, 2012

MEMORANDUM

TO: School Principals/Departments
   School Secretaries/Bookroom Clerks

FR: Geri Maestas
    Instructional Materials, Procurement Division

RE: INSTRUCTIONAL MATERIALS INVENTORY, LOST/DAMAGED MONEY, AND DISCARDS

Instructional Materials Inventory Report

We are required to include all current year purchases on the Instructional Materials (1400) accounts; both core basal (561070) and supplemental (561110). Only items purchased on these two cost accounts need to be on this inventory. Most IM (1400) orders were placed at the District level unless lost/damaged textbook money was abated. If in doubt please call Geri at 878-6119 or email maestas_gd@aps.edu to confirm. We are required to include consumables, such as workbooks, magazines, newspapers, etc. The free materials we receive from the publishers must also be included on our inventories.

We will be using the iSTAR program to submit our inventories again this year. Please go to www.istaronline.com. Your school/location’s USER ID and PASSWORD are both your 3-digit location number. The first screen will ask you to verify your email then click “Update”. On the next screen click “Inventory” to go to the entry screen. The items purchased from Archway have automatically been added to your listing. You will only need to add the items not purchased through Archway. Once you get to the entry screen you can get online instructions by clicking on the help button.

Please review POs in Lawson on the PO20 screen before entering information; it’s possible the vendor on an order was changed to Archway. (No need to enter items already on the listing.)

All schools/departments must have all materials not ordered through Archway keyed into the iSTAR Inventory site by Wednesday, August 1, 2012.
Lost/Damaged Textbook Money

Please submit your check for lost and damaged textbooks to the Finance Office by Friday, June 15, 2012. Make checks payable to the Board of Education. Make sure check clearly indicates it is Lost/Damaged Textbook money. Checks will automatically be abated to the school/department’s core basal (561070) account unless otherwise specified. Abatement to the supplemental (561110) account may be requested.

Discards (repeat of memo sent 4/17/2012)

APS will be working with Superior Text this year to dispose of the obsolete instructional materials. Prior to the last day of teacher’s attendance, please ask that all obsolete instructional materials be collected and deposited in one common location at your school/department. It is not necessary to box materials; however it sometimes works well for storage purposes until the pick-up is completed.

Please complete the Textbook Disposal Form and submit along with the Textbook Pickup Form; these forms are available on the APS Intranet page (go to Forms/Procedures/Guidelines, then to “T” for Textbook Disposal Form and Textbook Pickup Form). A mass pick up will be scheduled sometime in June so please be sure to include a contact’s cell phone number to help expedite the process. Without the proper paperwork, we will not be able to schedule your school/department for a pick-up. Please email the Disposal Form to the Instructional Materials Office at maestas_gd@aps.edu. Since the Pickup Form requires site administrator signature it can also be inter-office mailed to Geri Maestas, Procurement Division at City Centre or faxed to 830-1161.

Once listings are reviewed and approved, the contact person will receive an email with a tentative pick-up schedule. We are strongly working towards implementing only 2 pickups per year so please make sure lists are sent in as soon as possible and materials are stored in one central location at the school/department.

REMINDEERS:
All forms must be typed.
All fields on form must be completed.
You cannot discard items currently on the State Adopted List.
Disposal Forms must be submitted electronically.
Please send to maestas_gd@aps.edu.