

# Textbook Cycle

## 2010 - 2011

S M T W T F S

### August

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September

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### October

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### November

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### December

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### January

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30	31					

July - September: Receive, process, distribute new adoption/ enrollment increase/consumable orders

September - October: Check enrollments, Textbook inventory, Supplementary orders, Collect for lost/damaged textbooks, Surplus shipments, Worn out textbooks

November - December: October enrollment submission, Declare Surplus, Check enrollments, Textbook inventory, Supplementary orders, Collect for lost/damaged textbooks, Surplus shipments, Organize bookroom, Update textbook inventory program

January - February: New Adoption Process, Check enrollments, Textbook inventory, Supplementary orders, Collect for lost/damaged textbooks, Surplus shipments, Organize bookroom, Update textbook inventory program

March - April: Local Board of Trustees Certificate, Submit requisitions, Check enrollments, Surplus shipments, Textbook inventory, Collect for lost/damaged textbooks, Organize bookroom, Update textbook inventory program

May: Begin preparations for summer campus inventories, Check pre-enrollment numbers, Collect for lost/damaged textbooks, Begin preparations for Out - of - Adoption pick up

June: Campus textbook inventories by district staff, Out-of-Adoption shipment, New Adoption materials received, begin processing, surplus shipments

S M T W T F S

### February

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27	28						

### March

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### April

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### May

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### June

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### July

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