

GPISD IM Quick Reference Guide

July

- Warehouse Operations will request verification from Principals regarding any staffing changes in the Campus Instructional Materials (IM) Coordinator position.
- Warehouse Operations will send each campus with textbook losses an invoice for all materials that have not been recovered. These invoices will be compiled and sent to the Business Office to process payments by journal entry.
- New Coordinators will receive access to our instructional materials management system, TipWeb-IM, and schedule required training for instructional materials management to be completed prior to the first day of school. Existing Coordinators will schedule refresher training for TipWeb-IM as necessary.

August

- Lost textbook fines from the previous school year will be processed and removed from campus inventories.
- Campus IM Coordinators will distribute instructional materials to teachers and students utilizing TipWeb-IM.
- Additional and replacement materials that are needed to meet enrollment needs can be ordered from Warehouse using TipWeb-IM requisition process. Campuses are not permitted to transfer materials to other campuses, or purchase materials outside of the TIMA (Technology and Instructional Materials Allotment) process.
- **It is highly recommended that campuses complete book checks frequently. It is also recommended that materials are stored in a secure room with limited access.**

December

- Warehouse Operations will send out a notification regarding your mid-year inventory that will be due by January 31st.

January

- Campus IM Coordinators will conduct a physical audit for all TIMA materials assigned to teachers and students and submit the mid-year audit in TipWeb-IM.

May

- Warehouse Operations will send out EOY instructional materials information. This will include any out of adoption books that will be removed during summer, new adoption materials, request for summer delivery locations and scheduling for campus audits.
- Campus IM Coordinator will collect TIMA instructional materials from teachers and students using TipWeb-IM. *The school is responsible for collecting any applicable monies for lost/damaged materials before the students leave for summer break.*
- Campus IM Coordinator will return all materials to the book rooms and organize them by title, subject or grade level in a 5 in-5 out method for easy counting.
- Campus IM Coordinator will complete a preliminary inventory before their physical EOY audit by Warehouse Operations.

June

- Warehouse Operations will visit each campus at their requested time to complete their EOY audit. Campus IM Coordinator must be present and sign off on completed audit.
- Campus IM Coordinator will notify Warehouse Operations of any materials that are found after the initial audit takes place. Campuses must notify Warehouse Operations of materials found before June 30th. Warehouse Operations will then verify materials found with a physical audit and update the lost textbook report as appropriate.

Note: Additional information regarding instructional materials is available in the Instructional Materials Procedures Manual located on the Warehouse Operations webpage on the District Website.