

**TEXTBOOK RECORDS AND CONTROL**

<u>TASK</u>	<u>TIME</u>	<u>LOCATION</u>	<u>RESPONSIBILITY</u>
1. Ordering	after adoption	Central Office	Director of Instruction
2. Bar Coding	upon initial receipt	Receiving area	Curriculum Secretary
3. Delivery	after bar coding	To the schools	Curriculum Secretary
4. In-school inventory	upon delivery	Individual schools	Bldg. Principals
5. Student distribution	as needed	Individual schools	Teachers/Librarians
6. Disposal	end of cycle	Outside vendor	Treasurer