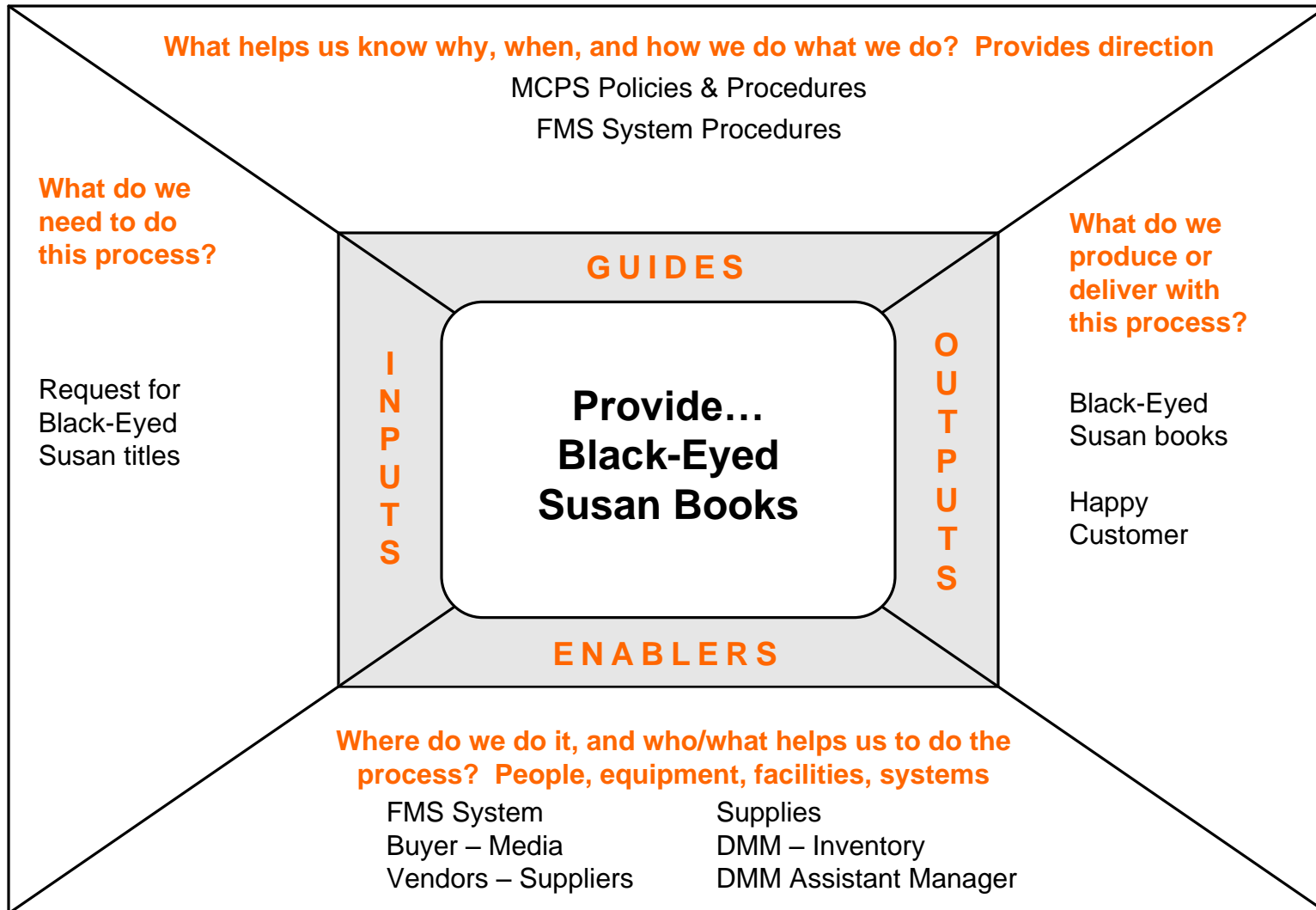


Process Begins when

Request received for Black-Eyed Susan Books

Process complete when

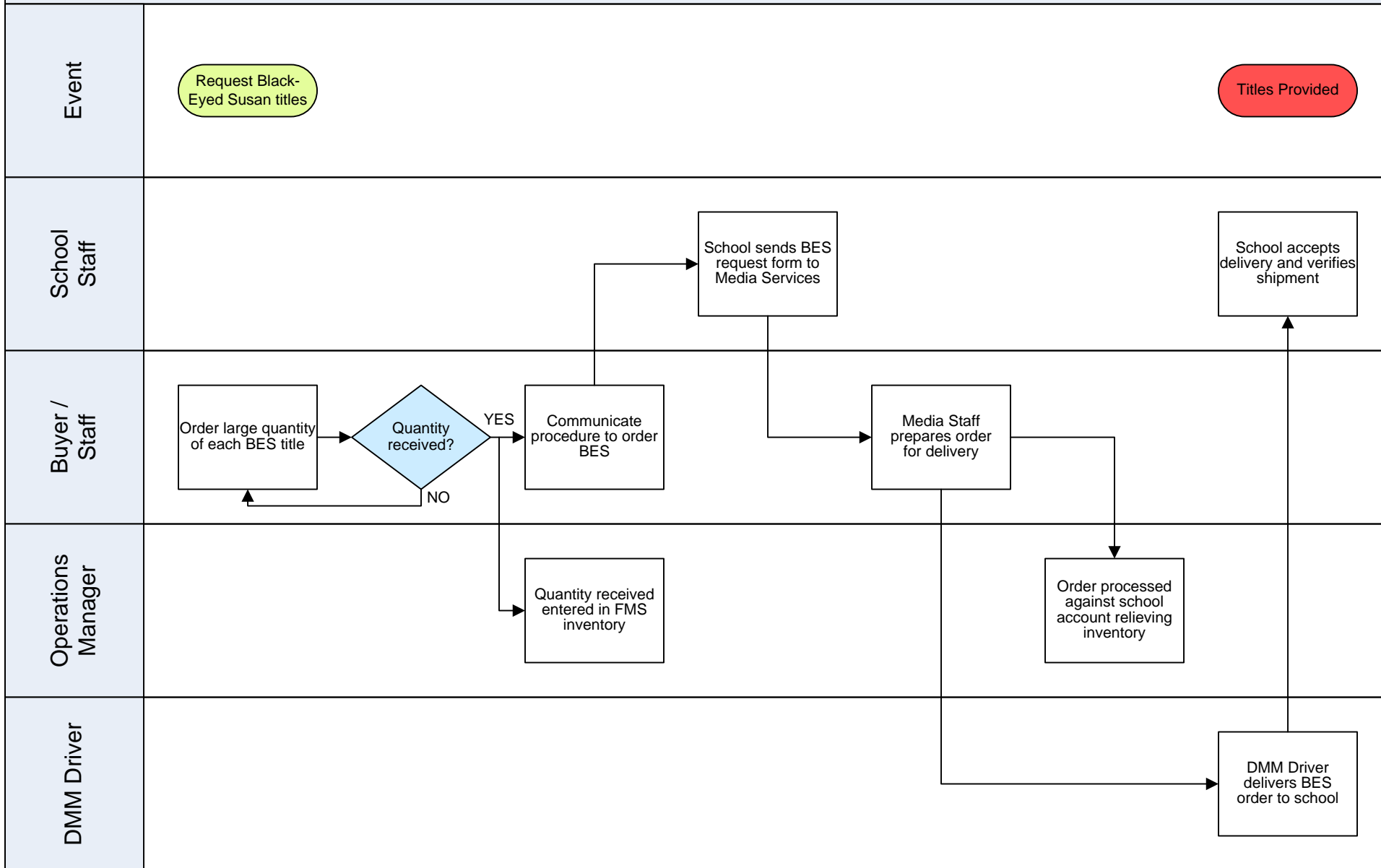
Request completed



Performance Measures



Media Processing – Process to Obtain Black-Eyed Susan Books (BES)

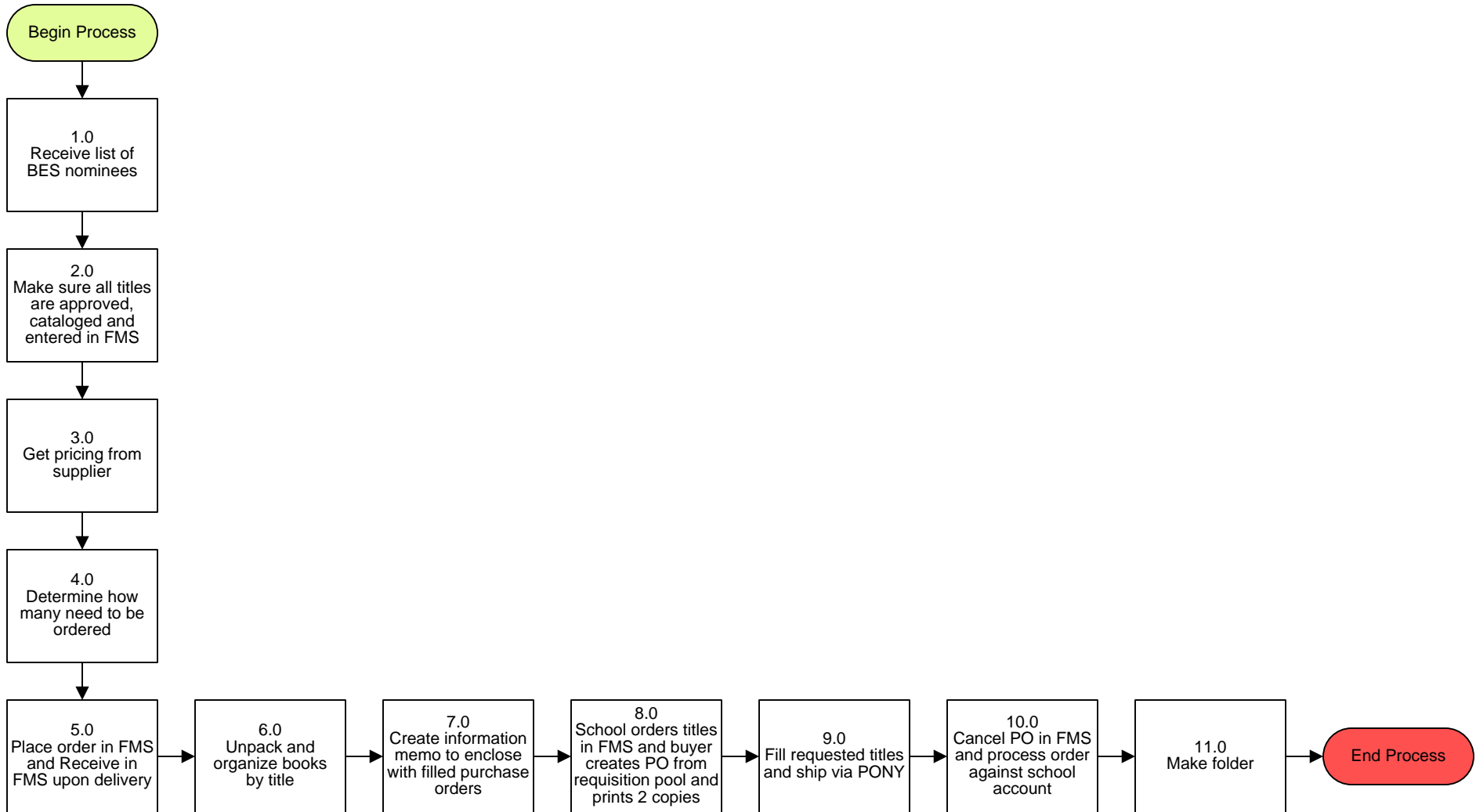


Return to IGOE



To Sub Process

Media Processing – Black-Eyed Susan Books



Return to Key Process



To Details

Media Processing – Black-Eyed Susan Books (BES)

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Receive list of BES nominees

Step 2.0: Make sure all titles are approved and that they are cataloged an in FMS if not approved see if a media specialist will approve the title

Step 3.0: Get pricing from supplier

Step 4.0: Determine how many we need to order

Step 5.0: Place order in FMS and when they are delivered receive in FMS

Step 6.0: Unpack and organize books by title

Step 7.0: Create information memo to enclose with filled purchase orders

Step 8.0: School orders titles in FMS – buyer creates purchase order from requisition pool and prints two copies

Step 9.0: Fill requested titles and ship via PONY

Include a copy of the information memo and the purchase documentation (with the date stamped on it). Label the box with the school name, purchase order number and "BES".

Step 10.0: Cancel purchase order in FMS and process order against school account

Send a list with the account number, total amount spent, and school name to the DMM Operations Manager. Order is then processed against school account relieving inventory.

Step 11.0: Make folder

This ends the process



[Return to Sub Process](#)