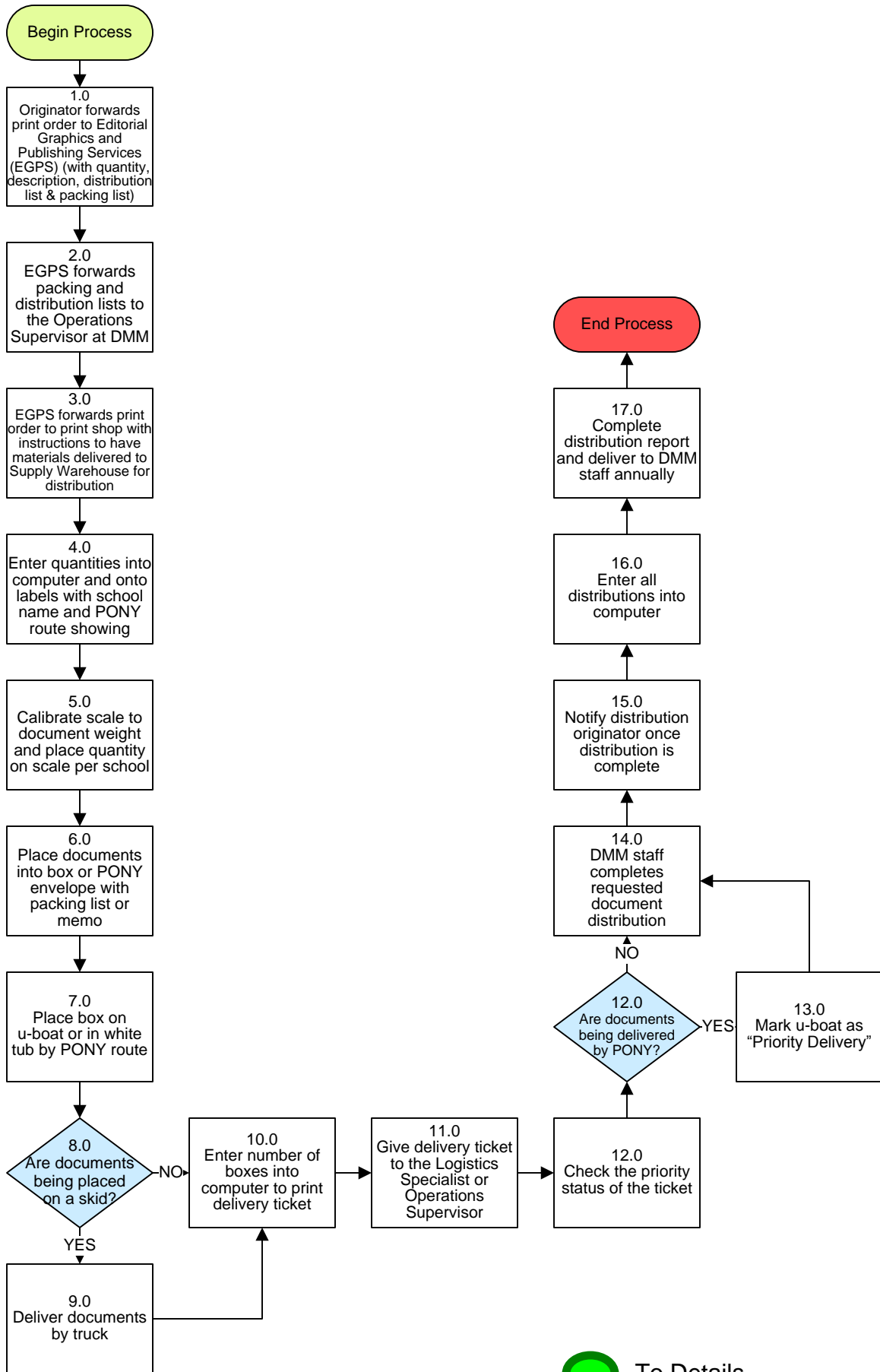


Instructional Support Services - Distribution of Printed Material



To Details

Instructional Support Services - Distribution of Printed Material

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Originator forwards print order to Editorial Graphics and Publishing Services (EGPS) (with quantity, description, distribution list & packing list)

Request should include the quantity that each school should receive, a packing list addressed to the contact staff member of each school and a complete description of the materials to be distributed.

Step 2.0: EGPS forwards packing and distribution lists to the Operations Supervisor at DMM

Step 3.0: EGPS forwards print order to print shop with instructions to have materials delivered to Supply Warehouse for distribution

Step 4.0: Enter quantities into computer and onto labels with school name and PONY route showing

Step 5.0: Calibrate scale to document weight and place quantity on scale per school

Step 6.0: Place documents into box or PONY envelope with packing list or memo

Step 7.0: Place box on u-boat or in white tub by PONY route

Step 8.0: Are documents being placed on a skid?

If yes, proceed to Step 9.0. If no, skip to Step 10.0.

Step 9.0: Deliver documents by truck

Step 10.0: Enter number of boxes into computer to print delivery ticket

Step 11.0: Give delivery ticket to the Logistics Specialist or Operations Supervisor

Step 12.0: Are documents being delivered by PONY?

If yes, proceed to Step 13.0. If no, skip to Step 14.0.

Step 13.0: Mark u-boat as "Priority Delivery"

Step 14.0: DMM staff completes requested document distribution

Step 15.0: Notify distribution originator once distribution is complete

Step 16.0: Enter all distributions into computer

Step 17.0: Complete distribution report and deliver to DMM staff annually

This ends the process.




To Box Label Sample




Return to Key Process



Box Label Samples:

Shipping Printed Materials...

<small>Department of</small> Materials Management <small>-- "We Provide!"</small>		Route:
		Date: 9/30/2008
		PO.: G-STARTED
SCSU RESERVE		
Dept.: S-50F-50C-50V-60K-55		
Number Boxes: 1		

Shipping Textbooks...

<small>Department of</small> Materials Management <small>-- "We Provide!"</small>		Route: 3
		Date: 9/30/2008
		PO.: 8048932
Walter Johnson HS		
Dept.: Foreign Lang		
Number Boxes: 1		

-  To Materials Packing Slip Sample
-  Return to Key Process



Editorial, Graphics & Publishing Services
 Department of Communications
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

MATERIALS PACKING SLIP

Publication Title _____

Originating Office _____

Contact Name _____ Phone # _____ - _____ - _____



FOR DISTRIBUTION

Quantity _____

- Grade Level(s) _____
- All Students
- Youngest in Family
- Other (Specify) _____

- Main Office
- Counseling Office
- Career Center
- Other (Specify) _____
- Staff

FOR DISPLAY

Quantity _____

- Main Office
- Counseling Office

- Career Center
- Other (Specify) _____

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 egps@mcpsmd.org



Return to Key Process