

early ordering checklist :

FY20

best practices for schools



ANALYZE CURRENT BUDGET

- Review current funds allocated, spending patterns & funds available
 - How much did you have this year?
 - How much was spent?
 - Was funding adequate to meet individual program/department needs?

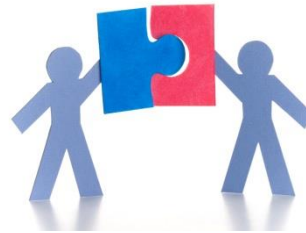
ASSESS CURRENT INVENTORIES

- Review equipment inventories & supplies
 - Office, department, and classroom supply closets
 - Printers – equipment and toner cartridges
 - Copiers – equipment, toner cartridges, and paper; service agreements
 - Fax machines – equipment, toner cartridges; service agreements
- Request current textbook inventories from resource teachers and department chairs
- Review teachers' record of textbook distribution and collection for current year.
- Remind teachers and students to be diligent about textbook returns
- Could damaged books be returned to the usable inventory if rebound?



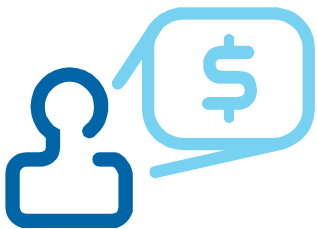
ASSESS INSTRUCTIONAL PROGRAM NEEDS

- Classroom supplies & instructional materials
- Office supplies & materials
- Textbooks
- Instructional equipment
- Media center collection & materials
- Printer toner & supplies
- Copier toner & supplies
- Health room supplies
- Equipment service/maintenance agreements



DEVELOP & COMMUNICATE BUDGET RESOURCES

- Review/discuss budget recommendations with principal
- Communicate to instructional leadership team
 - Funds available to support their program for next year
 - FMS account numbers for operating fund allocations and how the funds in each account are intended to be used
 - Activity codes assigned for department use (if applicable)
 - 80% spending rule – save some funds for later in the year



COMMUNICATE PROCESSES AND TIMELINES

- Communicate processes for ordering, purchase approval and FMS receiving
- Communicate fiduciary responsibilities to instructional leadership team, including financial monitoring and recordkeeping
- Timelines & deadlines
 - Early ordering
 - Bookbinding
 - Surplus pick-ups
 - Summer deliveries
 - Textbook requests



early ordering checklist :

FY20

best practices for schools

HOW DO YOU COMMUNICATE PROCESSES AND TIMELINES?

- Presentation to Administrative Team and Instructional Leadership Team meetings
- Memorandum with budget allocation, detailed process information and timelines
- Emails used to follow-up and remind staff
- Save all early ordering information and resources in Staff Shared folder



WHO IS PLACING EARLY ORDERS IN THE SCHOOLS?

- School Business Administrators
- Media Specialists
- Resource Teachers & Content Specialists
- Secretaries
- School Financial Specialists
- Media Assistants
- Athletic Directors
- Paraeducators
- ITSS
- Building Service Managers

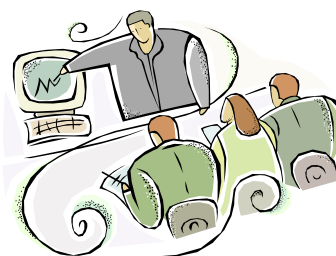
WHAT INFORMATION DO THEY NEED?

- Budget allowance
- Ordering dates
- DMM Early Ordering Resources
- Early ordering guides and quick notes index card
- Cheat sheet on add approver
- DMM Web Site
- Reminders from DMM
- Approver requirements
- Items to order (Previous and New)
- Approved Vendor List
- Textbook Request/Approval Form



HOW DO SCHOOL FINANCIAL AGENTS TRAIN AND SUPPORT STAFF PLACING ORDERS?

- PDO (On demand)
- Computer Lab training and work sessions (in school and at CTI)
- One on one support in school business office
- Technology consultant support
- Email reminders
- Meeting presentations
- Cheat Sheet



COMMON PROBLEMS IN FMS ORDERS

- Wrong GL Date used on orders for the next fiscal year
- Wrong account charged
- Wrong ISBN used for textbook orders
- Combining different vendors in the same non-catalog request (NCR) requisition

AVOIDING THE PITFALLS

- Establish a common naming convention for all school requisitions that includes the fiscal year date and department or office name
- Require users to include the name of the charge account in the justification field for all requisitions
- Require users to add name of school financial agent as approver, BEFORE the principal. The school financial agent confirms that:
 - the requisition is charged to the appropriate account
 - sufficient funds are available for the purchase
 - the requisition has been charged to the correct GL date
- Track spending to ensure that funds are managed wisely and allocations are not overspent