

SCHOLASTIC BOOK ORDER PROCEDURES

Receipts

All monies collected for book orders are to be deposited with Miami Trace, and all checks from parents are to be made payable to Miami Trace Local School District. The funds will be deposited in the building's pupil support fund (018) under the teacher's name.

1. When money is received, teachers are to prepare a pay-in form and deliver the form along with the money to the building cashier. Teachers should keep a copy of the pay-in form for their records. Monies should be deposited daily (when received).
2. The building cashier will prepare a cashier's receipt, identifying that the monies represent Scholastic book orders to be deposited in the 018 Fund.
3. The secretary will write the number of the cashier's receipt on the pay-in form for reference and give the teacher the white copy of the cashier's receipt.
4. Teachers need to staple the white copy of the cashier's receipt to their copy of the pay-in form.
5. Teachers need to keep the cashier's receipt and pay-in form.
6. The building cashier will deposit the funds and maintain the original pay-in form.

Purchase Order Process

Teachers are to use the purchase order process for the book orders. It has been confirmed by a Scholastic representative that orders can be placed with a purchase order number, and an invoice will be sent to the teacher.

1. The accounts payable specialist will prepare a monthly purchase order to Scholastic and forward the purchase order number to the teachers.
2. All teachers are to use the monthly purchase order number when placing an order with Scholastic.
3. Scholastic will process the order and deliver the books to the teacher.
4. Once the books are delivered to the teacher, the teacher needs to review to see if the order is complete. If not, teachers need to contact Scholastic and should not approve the invoice for payment until the order is complete.
5. Once the order is complete and the invoice is received by the teacher, it should be approved for payment (by signature & date) and forwarded to the treasurer's department for payment.

Points Earned

Teachers earn points with each order placed that may be exchanged for Scholastic merchandise. The points must be used to purchase merchandise for the classroom or current students.