

## Workbooks & Consumable Textbooks

### When and How?

- April, I send an email and order form out to all Textbook Coordinators at each campus.
- I give them a date to return their workbook and consumable textbook order.

### How and Where?

- Consumable Textbooks - You logon to emat and order consumable textbooks through Supplemental Requisitions . The population counts will be based on your Oct. 30 enrollment counts. You may have to update counts and order supplemental orders to get what's needed for the school year. Look for the MLC or ISBN number and order the amount needed.
- Workbooks - You contact each publisher rep that you have for their workbook order form for the 2010-2011 school year. Fill out one order form for each campus requesting and the number of workbooks requesting. Fax the completed sheets to the publisher.
  - o Pearson and Houghton Mifflin/Harcourt have websites where they can be ordered online. Here are their websites.
    - <http://www.phtexasworkbooks.com>
    - <http://customercare.hmhco.com>
  - o If you don't already have a pin number to get into the ordering system contact your publisher and they can help you get set up.

### Tracking System/Accountability

- I use TIP Win. I send the order out and then add them to each campus inventory. At the end of the year the consumables are deleted off and they start over each school year.