

PUPIL TRANSPORTATION - MTA SERVICES

I. PURPOSE

The purpose of this regulation is to provide guidance in the administration of the pupil transportation program.

II. RESPONSIBLE OFFICIALS

The MTA Staff Specialist and the Chief of School Bus Operations, Transportation Services, are responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. TRANSPORTATION PROCEDURES

A. Mass Transit Administration (MTA)

The MTA Section administers the State Aided Transportation Program which provides free and reduced fare transportation to pupils via Mass Transit Administration buses and the Metro System.

B. Transportation Eligibility

To be eligible for State Aided Transportation, pupils must be under 21 years of age; live the required distance from home to school (1.0 mile or more for elementary pupils and 1.5 miles or more for secondary pupils); and attend the zoned registration area school or be enrolled in a citywide school or a citywide program, except as specified by special education requirements.

Transportation eligibility is determined by measuring the distance from the pupil's residence to the appropriately designated school. This distance is measured by the most direct, safe traveled route and may be along roads or walkways.

C. Residential Address Change During School Year

Secondary pupils changing addresses during the school year may elect to remain in the current school. However, they will be eligible for State Aided Transportation Services until the end of the quarter in which they change address,

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provided the new address is at least 1.5 miles or more from the secondary school currently attended and that school was the designated attendance school for the previous address.

D. Unsafe Walking Conditions

Some public school pupils who live less than the required distance for junior high, senior high, or elementary schools may be eligible for transportation services if unsafe walking conditions exist between the residence and the assigned registration area school. If unsafe walking conditions exist, consideration may be given for temporary transportation. The Baltimore City Public Schools must approve new conditions before funds will be committed for conditions considered exceptional. Requests will not be approved for transportation of pupils who live less than the prescribed distances from the school they attend unless the request is accompanied by a plan to provide safe walking conditions. The plan shall identify the problem, list proposed solutions, outline procedures to correct the problem, and include a time schedule for completion of the corrective actions.

Each principal/executive director shall be responsible for identifying hazardous walking conditions within respective school zones and completing the required "Request for Approval of Exceptional Conditions" form (Exhibit I).

E. MTA Reduced Fare I.D. Cards

Transportation Services will issue MTA Reduced Fare I.D. Cards for those pupils not eligible for MTA ticket books to permit them to ride at a reduced rate. Requests for additional MTA Reduced Fare I.D. Cards will be submitted on the form, "Request for Additional MTA Reduced Fare I.D. Cards" (Exhibit II). For example, School #416 desires 35 Reduced Fare I.D. Cards. The principal will forward the appropriate form with complete information for the 35 pupils designated to receive the cards.

These cards are to be secured from Transportation Services only. DO NOT CONTACT THE MTA. All building principals will, however, make certain that only those pupils not eligible to receive MTA ticket books shall be issued MTA Reduced Fare I.D. Cards.

In the event a pupil's MTA ticket book is lost, stolen, or in some other manner rendered useless, an MTA Reduced Fare I.D. Card may be issued at the discretion of the principal. To assure continuous accountability of these I.D. cards when issued, principals will maintain an accountable record of all I.D. cards issued.

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V. PUPIL BEHAVIOR ON TRANSPORTATION VEHICLES

Pupils and the general public have the right to travel by public transportation in safety and without fear of harassment or intimidation. Baltimore City Public School pupils who misbehave while traveling in Baltimore City school buses, in Mass Transit Administration buses, or in other public transportation vehicles are responsible for their behavior and are subject to disciplinary actions if they misbehave. Examples of possible disciplinary actions are listed below. It is important to note that these actions may proceed independently of each other, although cooperation and two-way communication are necessary to avoid duplication of effort and to assure consistency in the application of policies and procedures.

A. School Principal

If the pupil's misbehavior while traveling in Baltimore City school buses, in Mass Transit Administration buses, or in other public transportation vehicles directly affects the good order and discipline of the school, the principal or authorized delegate has the authority to take disciplinary action. The actions may include, but are not limited to, the following:

1. An investigation, in cooperation with the school's police officer(s), into the report of misbehavior.
2. A conference with the pupil and/or parent.
3. Disciplinary removal.
4. Proposed suspension. If a pupil is to be removed from school on either disciplinary removal or a proposed suspension, the principal or delegate must follow the "due process" procedures as outlined in the current Rules of the Board of School Commissioners, Section 507--"Suspensions and Expulsions".
5. Confiscation of the pupil's bus tickets by the principal or delegate while the pupil is out on disciplinary removal/suspension.
6. Suspension of transportation privileges for the remainder of the school year.

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B. Transportation Services

1. Drivers of Baltimore City Public Schools' transportation vehicles do not have the authority to remove misbehaving pupils from the vehicle while it is enroute. Instead, they report the misbehavior to their supervisor, who will inform the principal and the parent, in writing, of the misbehavior. The principal is then to consider the discipline options previously listed.
2. Drivers may request the on-site assistance of Baltimore City Public Schools' police personnel.
3. If the misbehavior is connected with a Mass Transit Administration vehicle, Transportation Services has the authority to notify, in writing, the appropriate principal that the pupil's I.D. and bus tickets have been confiscated by the MTA and to return the confiscated I.D. and bus tickets to the principal. The principal then must advise Transportation Services of measures taken to discourage future misbehavior by pupils.
4. If the misbehavior is connected with a Baltimore City Public Schools' transportation vehicle and the pupil has not been identified as being handicapped, Transportation Services may deny the pupil transportation services for a set period of time. If such a decision is made, the appropriate principal and the parents will be notified immediately by telephone, if possible, as well as in writing.
5. If the pupil being transported in a Baltimore City Public Schools' transportation vehicle has been identified as being handicapped, Transportation Services may temporarily deny the pupil transportation services if the pupil's misbehavior seriously endangers the safety of either the pupil or others. If such a denial of transportation occurs, the appropriate principal and parents will be notified immediately by telephone, if possible, as well as in writing. Also, by the end of the next school day, Transportation Services will refer the case to the Suspension ARD Committee, Division of Instructional Support Services. The case manager will notify the Associate Superintendent, Division of Instructional Support Services, of the referral. While awaiting a decision, the pupil may be denied transportation.

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The Division of Instructional Support Services must make a decision regarding the transportation of the pupil within five (5) school days after receiving notification of transportation denial. This written decision will be forwarded to the parent, the principal, and the Staff Director of Transportation Services.

C. Mass Transit Administration

Pupils who ride on MTA buses and the Metro system are subject to MTA disciplinary actions such as:

1. MTA drivers may deny pupils transportation at free or reduced fares unless the pupils present a valid bus ticket and proper identification.
2. MTA drivers may require misbehaving pupils to immediately leave the bus or Metro.
3. MTA drivers may file written reports of pupil misbehavior.
4. MTA drivers may request MTA Police assistance.
5. MTA drivers may confiscate the bus tickets and I.D. Cards of misbehaving pupils. If such action is taken, a written report must be submitted to their supervisor together with the confiscated tickets.
6. Pupils misbehaving on MTA buses or the Metro system may be arrested by either the MTA Police or the Baltimore - City Police, with juvenile petitions filed.

NOTE: PARENTS HAVE THE LEGAL RESPONSIBILITY, BY STATE LAW, TO HAVE THEIR CHILDREN IN SCHOOL, EVEN IF BUS TICKETS/TRANSPORTATION ARE DENIED.

BALTIMORE CITY PUBLIC SCHOOLS
BUSINESS MANAGEMENT DIVISION
TRANSPORTATION SERVICES

REQUEST FOR APPROVAL OF EXCEPTIONAL CONDITIONS

<u>FOR DOE USE ONLY:</u>
SIGNATURE _____
DATE _____
APPROVED UNTIL _____

SCHOOL _____

DATE OF REQUEST _____

GRADES OF SCHOOL _____

Number of
Pupils

CHECK ONE: ONE MILE (Elementary)..... _____

ONE AND ONE HALF MILES (Secondary)..... _____

NUMBER OF PUPILS TO BE TRANSPORTED, LIVING LESS THAN THE PRESCRIBED DISTANCE _____

FIVE YEAR PUPIL TRANSPORTATION COSTS AT THE AVERAGE PER PUPIL COST..... _____

ESTIMATED COST TO PROVIDE SAFE WALKING CONDITIONS..... _____

I. DESCRIBE EXCEPTIONAL CONDITIONS:

II. DESCRIBE PROPOSED SOLUTIONS:

III. OUTLINE PROCEDURE TO CORRECT PROBLEM (Include an estimated time schedule):

SCHOOL PRINCIPAL

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

I. PURPOSE

The purpose of this regulation is to provide guidance in the administration of the pupil transportation program.

II. RESPONSIBLE OFFICIAL

The Special Education Staff Specialist, Transportation Services, is responsible for coordinating and monitoring the services rendered for this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until otherwise notified.

IV. SPECIAL EDUCATION TRANSPORTATION

Special education pupils' transportation needs are identified by the Admission, Review and Dismissal Committee (ARD) and implemented by Transportation Services through School Bus Operations or the MTA Section, as required.

A. Transportation Eligibility

To be eligible for special transportation, a pupil must first be recommended by the ARD Committee as established by Code of Maryland Regulations (COMAR) and in accordance with PL 94-142. Pupils that are identified as needing special education programming are not automatically entitled to transportation as a related service. Pupils shall be recommended to receive transportation as a related service only when:

1. The ARD Committee designates that the pupil is physically, mentally, and/or emotionally incapable of walking to school, regardless of the distance.
2. The pupil is physically, mentally, and/or emotionally capable of walking to school, but must attend a school beyond the distance of their zoned school to receive appropriate programming.

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

B. Residential Address Change

Should the pupil who is receiving transportation (yellow bus or taxi cab) require a home delivery point that is different than the one submitted by the ARD Committee, the principal or delegate shall forward a "Change of Address for Pupil Transportation Lists" form (Exhibit I) to Transportation Services. A maximum of ten (10) school days should be allowed before the rerouting is made.

Should the pupil who is enrolled in a special education program move to an address that is outside the pupil's zoned registration area, a placement should be made within the pupil's new location. However, if the appropriate program is not available at the new school, it may be necessary to initiate transportation to the closest available school.

C. Transportation and the Individualized Education Program (IEP)

Transportation must be recommended and approved by the ARD Committee. Should it be decided that this service is required, the following procedures should be implemented in the IEP:

1. State Aided Transportation (MTA) - Check TRANSPORTATION in the "Related Services" portion of the IEP and write MTA in the adjacent column.
2. Yellow School Vehicles - Check TRANSPORTATION in the "Related Services" portion of the IEP and write YELLOW BUS in the adjacent column.

Should any special procedures (safety considerations) or special equipment (wheelchairs, harnesses, lap belts) be required, the necessary modifications are to be addressed on Page 3 of the IEP under Physical Factors, Behavioral Factors, or Emotional Factors, as appropriate.

Additional modes of transportation may only be secured with the approval of the Staff Director, Transportation Services.

D. Transportation and the Special Services Information System (SSIS)

For each student determined to be eligible for transportation, an SSIS form must be completed indicating that service will be provided by either yellow bus (Code 32) or MTA (Code 31).

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

E. Use of SH-19 Forms

The SH-19 form, "Request for Adjustment of Education Program" (Exhibit II), is to be used for a pupil who requires transportation due to a physical impairment or short-term disability. The principal or delegate is to provide an SH-19 form to the parent for completion by their private physician. The form is then forwarded to:

Baltimore City Public Schools
The Upton School (#303)
811 West Lanvale Street
Baltimore, Maryland 21217

The appropriate health official verifies the information received and forwards the approval to Transportation Services for assignment. The parent is then notified, by mail, of the starting date, time, and mode of service.

F. Transportation Reimbursement

1. The parent of a child assigned to a special education program may elect to transport the child. This decision shall be recorded on the IEP.
2. Should the assignment of a pupil be made at a school outside the jurisdiction of Baltimore City and in excess of 50 miles one-way, parents may receive reimbursement for expenses incurred to transport their child up to four (4) times per school year or more if the IEP reflects individual school vacation schedules.
3. Procedures for Reimbursement
 - a. The parent must complete the necessary information on the "Request for Transportation Reimbursement" form (Exhibit III) and forward it to the principal for attendance verification.
 - b. The principal then forward to, Program Management, forwards the completed form to Transportation Services for processing.

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- d. Transportation Services verifies the information received and submits a Class "A" Requisition to the Finance and Accounting Office for processing of payment.
- e. The payee should receive the reimbursement within four (4) weeks.

G. Staff Development

Fifteen (15) hours of preservice training instruction are provided by the Baltimore City Public Schools to school bus drivers per Code of Maryland Regulations (COMAR 13A.06.07). This training consists of nine (9) hours of behind the wheel training and six (6) hours of classroom instruction. Areas covered are:

1. Responsibility--Transportation Services/Contractor/Driver
2. Vehicle Maintenance and Inspection
3. Accidents and Emergencies
4. Pupil Management
5. Seat Belt Policy
6. Driving Fundamentals
7. Media--Visual Aids

A school bus driver returning to duty in subsequent school years receives an advanced training course consisting of:

1. Roadway Hazards
2. Off Road Hazards
3. Single/Multiple Vehicle Hazards
4. Media--Visual Aids

Over and above this requirement is a two (2) hour preservice class that is provided to school bus drivers and attendants consisting of information regarding the handicapping condition of the pupils transported, behavior management techniques, and the role and responsibility of vehicle personnel.

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

In addition, drivers and attendants are instructed in the use of passenger safety restraints (harnesses, wheelchair containments, lap belts, and child safety seats).

Another portion of the preservice instruction includes a discussion of the special programming requirements of the pupils and the impact that transportation has on the child, the school, and the parent.

Moreover, inservice workshops are provided for vehicle personnel at individual school sites to familiarize the drivers and attendants with the nature and needs of the individual pupils whom they transport.

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS
EXHIBIT I

DIVISION OF PUPIL SERVICES AND SPECIAL PROGRAMS
CHANGES OF ADDRESS FOR PUPIL TRANSPORTATION LISTS

RECEIVING SCHOOL # _____

DATE _____

TO: TRANSPORTATION SERVICES

FROM: _____

Name

Position

Phone Number

NAME OF CHILD	OLD ADDRESS	NEW ADDRESS/ZIP	EFFECTIVE CHANGE DATE	HOME PHONE/ EMERGENCY	PREVIOUS SCHOOL	SCHOOL HOURS/ EARLY DISMISSAL

copies: Office of ARD
Receiving School Principal

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS
EXHIBIT II

BCPS 9.21

PLEASE PRINT OR TYPE

1150-10-31

SH-19 FORM

TO THE PHYSICIAN Some children need special adjustment of their school programs. Please supply the following information so that we can assist the Department of Education in planning for your patient	BALTIMORE CITY HEALTH DEPARTMENT REQUEST FOR ADJUSTMENT OF EDUCATION PROGRAM School and Adolescent Health Services
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Student's Name (Print or Type)	Date of Birth	Sex	School No.	Grade/Section
Parent or Guardian	Address			Telephone No.
Date of Last Examination	Diagnosis			

PERTINENT INFORMATION AND RECOMMENDATIONS: Include how the disability affects the student's school functioning.

UPTON SCHOOL PROGRAMS - Any questions call: 396-0775

1. HOME TEACHING <input type="checkbox"/> STARTING DATE _____ DURATION _____ -must be 4 weeks or more	2. HOSPITAL TEACHING <input type="checkbox"/> STARTING DATE _____ HOSPITAL _____ ROOM NUMBER _____	3. CHRONIC HEALTH IMPAIRED PROGRAM <input type="checkbox"/> Referral valid for current school year ONLY. -intermittant absences	4. TRANSITIONAL HEAD INJURY PROGRAM <input type="checkbox"/> STARTING DATE _____ IN-PATIENT CARE PROVIDED BY: _____ HOSPITAL _____
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RETURN TO SCHOOL RECOMMENDATIONS:

Transportation Special Bus/Taxi DURATION _____	Elevator Service DURATION _____	Modified Physical Education SPECIFY PROGRAM _____	Referral to IARD for Special Ed. if not already enrolled
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INFORMATION:

1. Is disease communicable? YES _____ NO _____ COMMENTS _____ (Please Type or Print)	2. Is student receiving medication? YES _____ NO _____ How does this medication affect school functioning? _____ MEDICATION: _____	3. Does student have adaptive equipment? YES _____ NO _____ SPECIFY ADAPTATION _____
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Physician's Name _____ Address _____ Phone No. _____	Physician's Signature _____ Date _____
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FOR HEALTH DEPARTMENT USE ONLY

BALTIMORE CITY HEALTH DEPARTMENT RECOMMENDATIONS:	CODE
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Date	Signature
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Action Taken By Department of Education	Date	Signature
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Return To: (Address Circled)
 THE UPTON SCHOOL
 811 W. Lanvale Street

or

SCHOOL AND ADOLESCENT HEALTH SERVICES
 BALTIMORE CITY HEALTH DEPARTMENT
 303 E. Fayette Street - 2nd Floor

BALTIMORE CITY PUBLIC SCHOOLS
DIVISION OF PUPIL SERVICES AND SPECIAL PROGRAMS

REQUEST FOR TRANSPORTATION REIMBURSEMENT

This form is to be completed by the parent or guardian, verified by the appropriate School Building Principal, and then forwarded to:

Staff Director, Program Management
Division of Pupil Services and Special Programs

STUDENT'S NAME: _____ ADDRESS: _____ ZIP: _____

HOME TELEPHONE NUMBER: _____

SCHOOL: _____ ADDRESS: _____ ZIP: _____

DATE(S) OF TRAVEL: FROM _____ TO _____

DISTANCE TRAVELED (ONE WAY): _____

TOTAL # OF ROUND TRIPS: _____

RECEIPTS: \$ _____

Signature of Parent or Guardian

APPROVAL: _____
Principal's Signature Date

Division of Pupil Services
and Special Programs Date

MODE OF TRAVEL: CAR (), TRAIN (), BUS (), AIRPLANE ()

COMMENTS: _____

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

I. PURPOSE

The purpose of this regulation is to provide guidance in acquiring timely, safe, and adequate service for all school trips.

II. RESPONSIBLE OFFICIALS

The Divisional Specialist, Interscholastic Athletics Office, and the Chief of School Bus Operations, Business Management Division, are responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

A. Educational Field Trips

The educational values of school trips have become well recognized, and their use has become an established part of our instructional activities. However, since the composition of each faculty changes annually because of the many teachers new to the system and others who transfer from school to school, it is suggested that principals review with their faculties the policies and procedures applying to the use of educational trips.

1. Preparation of Field Trip Requisitions

Requests for buses for educational field trips must be submitted on Class "A" Requisitions by the teachers in charge of the trips. Each requisition must include the following information:

Current fiscal account number, if a funded trip.

Signature and telephone number of requesting teacher.

Signature and telephone number of approving building principal.

Signature and telephone number of approving executive director.

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Destination.

Day and date of trip.

Time of pickup at school.

Time due back at school.

Number of passengers (pupils and teachers)

Purpose of trip.

Grade level.

Person in charge of trip (name and telephone number).

Name of person paying for the trip, if trip is not funded, and the following statement from the principal:

"Required funds to pay for this trip have been collected and (Name of Teacher) is responsible for paying the basic fee of \$_____, plus any accrued overtime charges. If applicable, (Name of Teacher) will also pay all cancellataion fees".

Principal's Signature

ALL REQUISITIONS MUST BE IN THE TRANSPORTATION SERVICES OFFICE NOT LATER THAN TEN (10) SCHOOL DAYS BEFORE THE DATE OF THE TRIP.

2. Routine Field Trips

Routine Field trips are defined as those trips not funded through either Chapter I or special education.

Routine field trip requisitions will be prepared by the teacher in charge of the trip, approved by the building principal and the executive director, assigned an account number, forwarded to the Finance and Accounting Office for verification of funds and approval, and then forwarded to the Transportation Services office for final processing.

No funded requisitions will be processed by Transportation Services without the signatures of the requesting teacher and the approving authority in Finance and Accounting.

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

In the event the trip is approved by the building principal and the executive director, but is not funded, the name and phone number of the person who will pay for the trip and the statement cited under procedures for CASH ON DELIVERY (COD)/PREPAID TRIPS must be on the requisition before it will be processed by Transportation Services.

3. Chapter I Field Trips

Chapter I field trips are defined as those trips funded for all Chapter I schools by Chapter I funds.

Chapter I field trip requisitions will be prepared by the teacher in charge of the trips, approved by the building principal and the executive director, forwarded to the Chapter I Budget Control Office for an appropriate account number and signature of the Chapter I approving authority, and forwarded to the Transportation Services office for final processing.

No Chapter I funded trip requisitions will be processed by Transportation Services without the signature of the designated Chapter I approving authority and an account number.

In the event the trip is approved by the building principal and the executive director, but is not funded, the name and telephone number of the person who will pay for the trip and the statement cited under procedures for CASH ON DELIVERY (COD)/PREPAID TRIPS must be on the requisition before it will be processed by Transportation Services.

4. Special Education Field Trips

Special education field trips are defined as those trips funded by the Division of Instructional Support Services.

Special education field trip requisitions will be prepared by the teacher in charge of the trip, approved by the building principal and executive director; forwarded to the Division of Instructional Support Services for an account number and approving signature, forwarded to the Finance and Accounting Office for verification of funds and approval, and then forwarded to the Transportation Services office for processing.

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

No special education funded field trip requisitions will be processed by Transportation Services without the signatures of the requesting teacher and the approving authorities, an account number, and the signature or initials of the approving authority in Finance and Accounting.

In the event the trip is approved by the building principal and the executive director, but is not funded, the name and telephone number of the person who will pay for the trip and the statement cited under procedures for CASH ON DELIVERY (COD)/PREPAID TRIPS must be on the requisition before it will be processed by Transportation Services.

5. Allotted Time for Field Trips

To assure that all school buses and pupils are returned to the originating point in time for afternoon dismissal, Baltimore City Public School buses and other buses can be used for field trips between 9:30 A.M. and 1:30 P.M.

All Baltimore City Public School buses and contractor operated school buses must return to the originating point and be released no later than 2:00 P.M.

6. Field Trip Charges

Charges for Baltimore City Public School buses are computed from terminal to school and school to terminal. For trips of three (3) hours duration within the city, the charges are \$70.00 per city-owned bus.

Trip cancellations with less than twenty-four (24) hours prior notice will carry a \$35.00 cancellation fee per bus for Baltimore City Public School Buses and up to \$55.00 per bus for chartered buses. This charge will be made against all account numbers cited for funded field trips or will be payable by all teachers scheduled to pay for nonfunded trips. Unless paid within fifteen (15) school days after cancellation, a formal request for collection from the teacher scheduled to pay will be filed with the City Solicitor's Office.

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

Overtime charges at the announced rate will be charged against all account numbers cited for funded field trips. Overtime fees will be payable by all teachers scheduled to pay for nonfunded trips. Unless paid within fifteen (15) school days after the trip, a formal request for collection from the teacher to pay will be filed with the City Solicitor's Office.

7. Cash on Delivery (COD)/Prepaid Trips

All trips not funded with an approved account number must be processed as CASH ON DELIVERY (COD)/PREPAID TRIPS. That is, a teacher must be designated by name on the requisition as the person responsible for paying for the trip.

All CASH ON DELIVERY (COD)/PREPAID TRIPS must be paid for by cash or cash equivalent before the bus(es) depart(s) the origination point. No exceptions will be made to this policy. Moreover, all CASH ON DELIVERY (COD)/PREPAID TRIPS requisitioned must have the approving signatures of the building principal and the executive director. Building principals will assure that the following statement is placed on each requisition. No CASH ON DELIVERY (COD)/PREPAID TRIP requisition will be processed without it.

"Required funds to pay for this trip have been collected and (Name of Teacher) is responsible for paying the basic fee of \$_____, plus any accrued overtime charges. If applicable, (Name of Teacher) will also pay all cancellation fees".

Principal's Signature

The teacher in charge of the trip will pay the bus driver prior to departing for the field trip and receive a receipt for the payment. All contractors have been advised not to depart the originating point until they have been paid.

In the event a CASH ON DELIVERY (COD)/PREPAID TRIP is not cancelled within the requisite twenty-four (24) hours prior to the requested trip, a cancellation fee up to \$55.00 per bus for all chartered buses will be payable by all teachers scheduled to pay for these nonfunded trips.

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

Unless paid within fifteen (15) school days after the cancellation, a formal request for collection from the teacher scheduled to pay will be filed with the City Solicitor's Office. The same procedure applies to payment of all overtime charges for CASH ON DELIVERY (COD)/PREPAID TRIPS.

UNDER NO CIRCUMSTANCE WILL BALTIMORE CITY PUBLIC SCHOOL BUSES BE USED FOR CASH ON DELIVERY (COD)/PREPAID FIELD TRIPS. BALTIMORE CITY PUBLIC SCHOOL BUSES WILL BE ASSIGNED ONLY TO THOSE TRIPS FUNDED BY AND ASSIGNED VALID ACCOUNT NUMBERS.

8. Service Evaluation

To assure that quality, professional services are provided, regardless of source, all teachers using this field trip bus service are requested to complete the "Evaluation of Field Trip Bus Service" form and return it to the Staff Director, Transportation Services.

To provide appropriate comments on field trips to respective building administrators, all drivers will complete the "Driver's Evaluation" form and return it to Transportation Services. Transportation Services will review the form and forward copies to appropriate building administrators.

TO ASSURE THAT THERE WILL BE NO PROBLEMS ABOUT ADEQUATE INSURANCE COVERAGE AND PAYMENT FOR SERVICES RENDERED, EDUCATIONAL FIELD TRIPS WILL BE SERVICED ONLY BY APPROVED CITY SCHOOL BUS CONTRACTORS.

B. Interscholastic Athletics

1. Transportation for Daily Practice

Requests for bus transportation of athletic teams for daily practice are to be submitted in duplicate to the Interscholastic Athletics Office by using the "Request for Bus Transportation of Athletic Teams for Daily Practice" form according to the following schedule:

May 1st - for FALL sports
 October 15th - for WINTER sports
 February 1st - for SPRING sports

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

These requests are then submitted to Transportation Services to determine if service can be secured for the dates and times requested. When service is acquired, the reference number and company's name are identified and given to the user.

2. Transportation for Scheduled Contests

Transportation for scheduled contests is requested on the "Athletic Schedule and Bus Requisition" form at the Fall, Winter, and Spring Source Sheet Meeting. Each director of athletics is required to complete a request sheet for each contest scheduled. When contests are being conducted away from their home site, transportation for each of those contests should be requested at the time of the source sheet development. The following information must be supplied:

Site/Destination

Report time

Bus size

One-way trip or round trip

Multiple pickup/Which schools

Undercarriage/No undercarriage

Each request is reviewed by both Transportation Services and the Office of Interscholastic Athletics before the requests are finalized. Once the requests are approved and finalized, each trip is assigned a reference number for the purpose of identification and record keeping. Contractors are assigned to each trip by Transportation Services and schools are notified of their carriers.

If an emergency situation should arise and a trip or contest must be cancelled, Transportation Services must be notified no later than 11:00 A.M. on the day of the scheduled trip or three (3) hours prior to the scheduled pickup time.

TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS AND INTERSCHOLASTIC ATHLETICS

3. Transportation by Taxicabs

Requests for transportation by taxicabs to/from athletic contests must be approved by the Office of Interscholastic Athletics. The Office of Interscholastic Athletics identifies the cab company under contract. The coach or person in charge of the trip must adhere to the following procedures to assure timely delivery of adequate transportation services and proper payment for services rendered:

- a. Contact the cab company one (1) day in advance of the trip. Indicate the number of cabs needed (one-way), report time, pickup point, and destination.
 - b. Verify trip cost, sign, and date the "Cab Transportation" form along with the driver. (Meter charge + 15% Tip + \$0.25 Per Cab for Call-In Service)
 - c. FOR RETURN TRIPS: Call cab company under contract one-half hour before returning and indicate the number of units required, pickup point, and destination.
 - d. Verify trip cost in the same manner as before.
 - e. Send "Cab Transportation" forms to the Office of Interscholastic Athletics for payment
4. Additional Service Beyond Allocation (Contest and/or Practice)

When requesting additional services beyond that which is allocated, the requesting school must have the request approved by the Office of Interscholastic Athletics. The Office of Interscholastic Athletics, upon approval, will contact Transportation Services and give the following information:

School name and number

Date service is needed

Sport

Destination

Report time

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ATHLETICS

Bus size

One-way or round trip

Multiple pickup/Which schools

Pickup point

Transportation Services will then assign a reference
number.

5. Service Evaluation

To assure that quality professional services are
provided, regardless of source, all teachers using this
Interscholastic transportation service are requested to
complete the "Bus Report" form and return it to the
Staff Director, Transportation Services.

EQUIPMENT REPAIR SERVICES

I. PURPOSE

The purpose of this regulation is to provide the user with procedures for obtaining effective economical maintenance and repair of instructional equipment and office machines.

II. RESPONSIBLE OFFICIAL

The Staff Associate Equipment Repair is responsible for coordinating and implementing this regulation.

III. PERIOD OF COVERAGE

This regulation is effective upon publication and will remain in effect until revision or rescission.

IV. PROCEDURES

A. Repair services are provided for the following commodity areas:

1. Audio-Visual Equipment
2. Business Education and Office Equipment
3. Personal Computers
4. Data Processing Equipment
5. Physical Education Equipment
6. Public Address and Intercom Systems
7. Special Purpose Equipment
8. Vocational Technical Equipment

B. Repair Services

1. Schools and offices will prepare a Class "D" Requisition and forward an original and one copy to Equipment Repair Services, 200 East North Avenue, Room 409L. (See Exhibit I).
 - a. All information on form must be completed. Similiar items must be grouped on separate Class "D" Requisitions. Failure to complete properly will result in requisition being returned to sender.

EQUIPMENT REPAIR SERVICES

- b. State the nature of work required. Include the following information:
 - (1) Type of equipment
 - (2) Make/Brand of equipment
 - (3) Model(s)
 - (4) Serial number(s)
 - (5) Department of Education Inventory Control Number
 - (6) Detailed description of problem
 - (7) Vendor, if known
 - (8) Budget Account Number

2. Administrative Guidelines for Repair Services

- a. The Class "D" Requisition is that document that permits this office to get the best qualified contractor to make the necessary repairs and adjustments.
- b. In some cases, the cost of repairs will exceed what would be considered economical. When this happens, the service agency has been instructed to:
 - (1) Inform the administrator of the nature of the problem and the cost
 - (2) Contact the Office of Equipment Repair to secure approval (6-8759)
- c. Please indicate on the "Service Authorization" the approval date. The name of the person approving the repair should also be listed. Note: "Service Authorization" forms are available upon request from the Equipment Repair Services Office.
- d. No typewritten names or "Rubber Stamped" names are accepted. Forms as such will be returned to the school for proper signature.
- e. When a service technician reports to your school:
 - (1) The technician works directly for the principal or office head. Caution service technician to inform principal of major repairs needed before proceeding to work.
 - (2) Inform service technician of the responsibility of reporting back to school office to fill in cost of labor and materials upon completion of repairs.

EQUIPMENT REPAIR SERVICES

f. Upon completion of repairs:

- (1) Principal or office head must sign the service technician's work order, keeping the school copy for transmittal to Equipment Repair Services, Business Management Division.
- (2) Have service technician sign all copies of "Service Authorization."
- (3) Principal or office head must countersign all copies.

C. Service Authorization

The "Service Authorization" (See Exhibit II) is that document which indicates that the request has been completed in a satisfactory manner.

1. Preparation of "Service Authorization Form".

- a. The administrator should partially prepare "Service Authorization" form before arrival of vendor (quadruplicate).
- b. List types of machines to be repaired.
- c. Indicate quantity and nature of equipment to be repaired.
- d. Indicate supplies or accessories associated with repairs.
- e. Check total cost of work on "Service Authorization"
- f. Check itemized parts, hours of labor rate and total cost.
- g. Secure signature of technician on all copies.

2. Distribution of Signed Copies of "Service Authorization"

- a. To service agency:
 - (1) Original (white) copy of "Service Authorization" form.
 - (2) Attach duplicate (canary) copy of "Service Authorization" with original copy of "Repair Request".

EQUIPMENT REPAIR SERVICES

- b. Forward to Equipment Repair Services Office:
 - (1) Triplicate (pink) copy of "Service Authorization".
 - (2) Copy of Repair Request.
- c. School retains goldenrod copy for their record.
- 3. Procedures in Case of Unavailability of Exact Cost of Repairs
 - a. The administrator gives technician an unsigned "Service Authorization" form.
 - b. Technician takes this form to home office and later fills in the exact cost.
 - c. The administrator keeps copy of "Service Authorization", name of service agency and date work was completed.
 - d. Service agency returns "Service Authorization" signed by service technician including price.
- D. Preventive Maintenance Agreement/Contract
 - 1. Prepare and submit Class "A" Requisition to include the items listed below:
 - a. Make, model, serial number, contract period and cost.
 - b. Type of contract.
 - c. Original provisions of contract must be attached.
 - d. Vendor name, telephone number and service representative.
 - 2. Retain copy of all information for school records.
- E. Emergency Repairs
 - 1. Contact the Equipment Repair Services Office. Requests are handled on an individual basis.
 - 2. When emergency repairs are requested and processed, full justification must be made for all expenditures.
- F. Equipment Under Warranty

New equipment is serviced without charge during guarantee period which is normally one year from date of purchase.
- G. For further assistance call the Equipment Repair Services Office at 6-8759.

CLASS
D

BALTIMORE CITY PUBLIC SCHOOLS
Special Requisition
REPAIRS TO FURNITURE AND EQUIPMENT

DIRECTIONS:

1. This requisition is for emergency use only. Use annual forms when possible.
2. Use this form whenever labor is required on furniture and equipment to repair, refinish, disconnect, install, etc. Do not use for repairs to building or grounds. (See Class B Requisition.)
3. Use separate sheets for furniture and equipment. Retain Duplicate.

REQ. NO. D -0101	SCHOOL .406	DATE 12-10-87	LOCALITY OF MATERIAL Home Economics Room 201 <small>(i.e. office - Room 5 - Auditorium, etc.)</small>				PRINCIPAL OR SUPERVISOR <i>Rosemarie Ormond</i> <small>Sign Here</small>			
YEAR 85	REVENUE FUND 3500	PROGRAM 709	ACTIVITY 406	SUB-ACT. 00	OBJECT 3	SUB-OBJ. 35	SCH., WORK ORD., OR PROJ.		VERIFICATION DESK BY _____ DATE _____	

ITEMS INVOLVED (2) Washers and (3) Dryers

NATURE OF WORK REQUIRED

(Please Explain Fully)

<u>Make</u>	<u>Model</u>	<u>Serial No.</u>	<u>Dept. of Ed.</u>	<u>Problem</u>
Kenmore-Washer	XYZ	05532417	789106	Spin cycle not working
GE-Washer	AD-1	00814114	870999	Water Remains in machine
Troy Dryer	KZQ-1	TD 08177	780801	Not heating
Troy Dryer	KZQ-2	TD 08853	689891	Bad motor
Kenmore Dryer	OGG-1	05332519	994523	Door does not lock

CENTRAL OFFICE DATA

(Please do not write below this line.)

APPROVALS	DATE	BUSINESS OFFICE DATA		REQ. CLERK	
SUPT., ASSO. SUPT., OR ASST. SUPT.		ENCUMBERED		CHARGED TO	DATE
DIRECTOR		CODE		1.	
		REPAIR SHOP ORDER		2.	
		DIRECT PAYMENT		3.	
		OTHER		4.	
				5.	
				6.	
				7.	

349 06 0700
401-89540

BALTIMORE CITY PUBLIC SCHOOLS
BUSINESS DIVISION
3 E. 25TH ST.
BALTIMORE, MD. 21218

WHITE - Submit with Invoice
CANARY - Vendor Copy
PINK - Procurement Records Copy
GOLDENROD - School Copy

SERVICE AUTHORIZATION

Sch. SA No. D-7890	Date 11/18/87	Sch. No. 1234	Ext. No. 7-8950	Signature of Authorized School Representative <i>Nell Carter, principal</i>
------------------------------	-------------------------	-------------------------	---------------------------	--

DO NOT WRITE IN THIS SPACE, FOR BUSINESS DIVISION USAGE ONLY.

Charge Account No. _____ Amount _____
 _____ Total _____

Instructions To School

1. Prepare form completely and correctly. Give original and duplicate to serviceman. Forward triplicate to Procurement Records, Business Division, Retain quadruplicate.
2. Describe equipment and indicate usage area such as Elementary Art, Secondary Music, Vocational, Home Economics, etc.

Type of Equipment	Make	Model No.	Serial No.	Age	Usage Area
(1) WASHER	KENMORE	XYZ	7891011	2 yrs	Child Care Lab
(2)					
(3)					
(4)					
(5)					

Instructions To Service Agency

1. Describe nature of work performed on each of the above items.

	Labor Cost	Parts Cost	Total Cost
(1) Install and adjust hose on washer	30.00	10.00	40.00
(2)			
(3)			
(4)			
(5)			
Totals	30.00	10.00	40.00
2. Indicate: No. of Hours 1

3. Total amount of Service Authorization and Invoices must agree. Equipment must not be removed from school without permission of authorized school representative
4. Submit invoice in quadruplicate with original Service Authorization attached to above address.

Approved Service Agency <i>Launders Appl. Co.</i>	Phone No. 478-9234	Signature of Serviceman <i>John Johnson</i>
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TELEPHONE SERVICES

I. PURPOSE

The purpose of this regulation is to provide the Department of Education with the Centrex Telephone System which provides direct inward dialing for all city government offices.

II. RESPONSIBLE OFFICIAL

The Staff Associate for Telephone Services is responsible for coordinating and implementation this regulation.

III. PERIOD OF COVERAGE

This regulation is effective upon publication and will remain in effect until revision or rescission.

IV. PROCEDURES

A. Telephone service requests should be made on a Class "A" Requisition and forwarded to Telephone Services, 200 East North Avenue, Room 409L.

1. Services would include ordering, changing and deleting telephone service including requests for lines, sets and features (See Exhibit I).
2. Whenever a school is closed or a program is removed from a school or office facility, a request for removal of telephone lines and equipment should be submitted. Note: If service is not removed, the Budget Account Number being charged for services will continue to be charged.
3. When requesting service include the line or lines involved, the Station Identification Number (SID) number(s) of the set(s) involved, a complete description of the additions or changes requested, the location (room number, etc.) where work is to be performed, access hours and a contact person.

B. Dialing Instructions

1. To place a call from one Centrex number to another Centrex number dial 6 plus the last four numbers. (Note: The Police Department "396" numbers are not on the city Centrex system.)
2. To place an outside call dial "9" then the local number.
3. To place a long distance call from unrestricted telephone lines, dial 9 then the number following the procedures for long distance dialing. (Refer to your C&P Telephone Director.)

TELEPHONE SERVICES

C. Emergency Calls

1. State name, extension number, building address and room number.
2. Important numbers:

Fire Department Dial "9" plus 911

Police Department Dial "9" plus 911

Ambulance Dial "9" plus 911

- D. Municipal and Metropolitan Directories are published yearly. Any questions concerning directories should be directed to Telephone Services, 6-8779.

E. Transfer a Call

Any incoming local or long distance non-Centrex calls may be transferred by depressing the flash key and listening for the second dial tone. Dial 6 plus Centrex 4 digit number that you wish to receive the transferred call. Once the number begins to ring, you may announce the call or hang up. If you reach a busy signal, press the flash button twice and you are back with the original call.

F. Directory Assistance

1. To request a non-listed Centrex number, dial "0" for the Centrex City Hall operator.
2. For non-Centrex numbers, dial "9" plus 411 for C&P assistance. Note: Calling C&P directory assistance will result in a charge against your Centrex number.
3. Busy Verification and Interruption
 - a. For Centrex numbers, dial "0" and request the Supervising Centrex operator to verify a busy condition or interrupt a Centrex line if your call is an emergency.
 - b. For non-Centrex numbers, dial "9" plus 0 for the C&P operator. This should be done only in an emergency. Note: Calling a C&P operator will result in a charge being made against your Centrex number.

TELEPHONE SERVICES

G. Telephone Line Repairs and Telephone Sets

1. Whenever a problem exists with telephone operation, first check the "Telephone Repair Check List Before Calling for Service." (See Exhibit II).
2. All calls for telephone line repairs should be forwarded to 6-4928, Municipal Telephone Exchange repair line.
3. Provide the following information:

Name and phone number, agency address and phone number of contact person at the location experiencing the problem; the Station Identification Number (SID) and describe the problem in detail.

H. Long Distance Calls

1. All long distance calls (and telegrams), business and personal must be recorded using Form 28-1308-5118.
 - a. In the upper right hand corner of the form the word "TELEGRAM" must be entered.
 - b. If the message was sent to multiple locations, the locations and the total number of telegrams sent must be noted on the reverse side of the form.
2. Long distance call authorization forms must be forwarded to the Telephone Service Office on a monthly basis. (See attached same copy Exhibit III.)

I. Changes in Budget Account Numbers

1. In some instances local, state or federally funded programs pay for telephone service requirements as a part of their program.
2. It is the responsibility of the program coordinator to submit a Class "A" Requisition requesting a change in budget account numbers from the previous fiscal year to the present fiscal year. Note: Failure to change the budget account number could result in the removal of the line(s) and equipment.

- J. Any questions concerning telephone services should be directed to the Telephone Services Office, 6-8779.

Telephone Services - Exhibit I

BCPS 9.31

420-75492
349-06-0400
(REV. 7-72)

BALTIMORE CITY PUBLIC SCHOOLS

REQ. CLERK CHARGED TO

CLASS REQUISITION
A For Supplies,
Equipment or
Copyright Materials

For Emergency or Supplemental Ordering.

Do not order supplies, equipment or Copyright Materials on the same requisition.

Prepare in duplicate. Send original to Business Office. Retain duplicate.

1 4
2 5
3 6

SCH. DIV. NO.	REQ. NO.	DATE	SIGNATURE OF PRINCIPAL OR SUPERVISOR	PHONE OR EXT. NO.
	A-			

DELIVERY INSTRUCTIONS:	FOR BUSINESS OFFICE USE ONLY
TO: SCH. NO. _____ ADDRESS _____ _____ ATTN. _____ ROOM NO. _____	

YEAR	REVENUE FUND	PROGRAM	ACTIVITY	SUB-ACT	OBJECT	SUB OBJ	SCH. WORK ORD. OR PROJ	VERIFICATION DESK

ITEM NO.	QUANT.	UNIT	UNIT PRICE	DESCRIPTION OF MATERIAL <small>*STATE PURPOSE BELOW</small>	APPROX. EXT. COST
				1. Add a new line to SIDS __, __, __. 2. Remove line __ from SID __. 3. Install straight set in Room __ with line __ (set without buttons). 4. Install 10 button Eagle Set(s) in Room(s) __, __, __, with lines __, __. 5. Install hunt feature from line __ to line __ and stop. 6. Relocate SID(s) __ from __ to __. 7. Restrict line(s) __, __ from long distance use. 8. Restrict line(s) __ for centrex use only. 9. Delete line(s) __, __ and associated equipment. (__ sets) (All telephone sets would be removed). 10. Delete line(s) __, __ and SID(s) __, __, in room(s) __, __.	

PURPOSE OF MATERIAL:		IMPORTANT NOTICE Use item numbers where available. Indicate in "Unit" column: each, doz., yd., gross, etc.	OFFICE DATA	
APPROVED BY	DATE		P.A. #	
SUPT. ASSO SUPT. OR ASST SUPT			D.E. #	
DIRECTOR			D.P. #	
			G.S. #	
		W.O. #		
		T.V. #		
		P.S. #		

Telephone Services
Exhibit II

TELEPHONE REPAIR CHECK LIST BEFORE CALLING FOR SERVICE

1. NO DIAL TONE
CHECK ALL SETS WITH THE SAME NUMBER
 - a. DO ALL HAVE DIAL TONES
 - b. DOES ONLY ONE OR DO A FEW HAVE DIAL TONE
2. STATIC OR NOISY LINE
CHECK ALL SETS WITH THE SAME NUMBER
 - a. DO ALL SETS HAVE STATIC
 - b. DOES ONLY ONE OR DO A FEW SETS HAVE STATIC
3. LINE LIGHT(S) OUT ON SET
4. INTERCOM DOES NOT WORK
(CHECK VOLUME OF RING)
5. PART OF THE SET BROKEN
(DIAL, RECEIVER, BUTTON, ETC.)
6. SLOW DIAL TONE
7. BROKEN, WORN OR VANDALIZED WIRES
 - OUTSIDE BUILDING
 - INSIDE BUILDING
8. CAN NOT HEAR CALLER OR CALLER CAN NOT HEAR YOU
9. LINE NOT RINGING ON SET(S)
(IF SET LIGHTS ALSO OUT, HAVE MAINTENANCE CHECK 110 VOLT OUTLETS IN TELEPHONE ROOM FIRST).
10. KEY'S ON SET(S) DO NOT WORK
11. RECEIVE SEVERAL SUCCESSIVE INCOMING CALLS AND IT IS NOT YOUR NUMBER BEING DIALED (BE SURE TO GET THE NUMBER BEING CALLED)
12. "FLASH" KEY DOES NOT WORK
13. CAN NOT DIAL "9" FOR OUTSIDE NUMBER-CHECK TO MAKE SURE YOUR LINE IS NOT A RESTRICTED LINE. IF YOU HAVE NEVER BEEN ABLE TO DIAL "9", YOUR LINE IS RESTRICTED.
14. PUBLIC PAY PHONE IN GOVERNMENT BUILDING NOT WORKING OR LOSES MONEY
15. CUT OFF CALLS WHEN PLACED ON HOLD
16. RECEIVE TWO OR MORE INCOMING ON THE SAME LINE AT THE SAME TIME
17. TELEPHONE SET(S) OR EQUIPMENT STOLEN OR VANDALIZED
 - IF EQUIPMENT IS VANDALIZED, BE SURE TO OBTAIN THE POLICE DEPARTMENT'S REPORT NUMBER THIS NUMBER IS OBTAINED FROM THE INVESTIGATING POLICE OFFICER.

SAMPLE FORM

LONG DISTANCE CALL AUTHORIZATION FORM

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE	LONG DISTANCE CALL AUTHORIZATION		
INSTRUCTIONS:			
<ol style="list-style-type: none"> 1. Complete this form immediately upon completion of each long distance (toll) call. 2. Retain form in files until receipt of monthly bill from Municipal Telephone Exchange. 3. Upon receipt of bill, compare this form to bill and resolve any discrepancies. 4. Attach this form to monthly bill for return to Municipal Telephone Exchange in accordance with their instructions. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">DATE</td> </tr> <tr> <td style="padding: 5px;">TIME</td> </tr> </table>	DATE	TIME
DATE			
TIME			
CALL MADE BY:	CALL MADE TO:		
NAME	ORGANIZATION, IF ANY		
TELEPHONE	NAME		
AGENCY	CITY STATE		
BUREAU/DIVISION	AREA CODE TELEPHONE NO.		
REASON FOR CALL:			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">APPROVAL SIGNATURE (Bureau or Division Chief)</td> </tr> </table>		APPROVAL SIGNATURE (Bureau or Division Chief)	
APPROVAL SIGNATURE (Bureau or Division Chief)			
28-1308-5118 REV 09/74			

USE OF INSTRUCTIONAL MATERIALS CENTER
FILM/VIDEO LIBRARY

I. PURPOSE

The purpose of this regulation is to provide the procedures to be followed in the borrowing and use of films and/or video tapes belonging to the Instructional Materials Center Film/Video Library.

II. RESPONSIBLE OFFICIAL

The Film Librarian, Instructional Materials Center, Equipment Repair and Telephone Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and remains in effect until changed or rescinded.

IV. PROCEDURES

A. Objective - The Instructional Materials Center Film/Video Library exists to provide the finest instructional films and video tapes to all Baltimore City Public Schools, Baltimore City non-public schools, and other City agencies and businesses.

B. The Instructional Materials Center Film/Video Library makes films and video tapes available through the following procedures:

1. Films/Videos may be selected from those listed in the CATALOGUE OF INSTRUCTIONAL FILMS or its addendums published by the Instructional Materials Center Film/Video Library.
2. Film/Video selections are to be written on a "Request For Instructional Films" form. This form may be ordered through AR-19 or by Class "A" Requisition. A different form exists for each delivery day of the week. Each school is assigned a weekly delivery date.

Orders are to be placed no less than one week in advance and are for a loan period of one week coinciding with your scheduled delivery date. Advance ordering is encouraged.

FILM/VIDEO LIBRARY

3. Films/Videos may also be borrowed on a same-day personal pick-up basis. To do this, phone the Instructional Materials Center Film/Video Library before noon to determine availability. The item will be made ready for pick-up that day. The loan period will be for one week from date of pick-up.

Personal pick-ups for films/videos will not be honored unless accompanied by a "Request For Instructional Films" form signed by the principal or film coordinator of the requesting school.

4. Films/Videos may be previewed at the Instructional Material Center Office. Prior arrangements must be made to receive this service.

USE OF INSTRUCTIONAL MATERIALS CENTER
LOAN OF AUDIO-VISUAL EQUIPMENT

I. PURPOSE

The purpose of this regulation is to provide the procedures to be followed in the borrowing and use of audio-visual equipment belonging to the Instructional Materials Center Film/Video Library.

II. RESPONSIBLE OFFICIAL

The Film Librarian, Instructional Materials Center, Equipment Repair and Telephone Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and remains in effect until changed or rescinded.

IV. PROCEDURES

- A. Objective - The Instructional Materials Center Film/Video Library maintains an inventory of commonly used audio-visual equipment items for use by the Baltimore City Public Schools for emergency or temporary purposes.
- B. Procedures - The Instructional Materials Center Film/Video Library makes audio-visual equipment items available through the following procedures.
 - 1. Place a phone call to the Instructional Materials Center Film/Video Library to determine that the type of equipment needed is included in the equipment available.
 - 2. Complete the "Request For Instructional Films" form which contains a space for requesting equipment items. This form may be ordered through AR-19 or by "A" Requisition. A different form exists for each delivery day of the week. Each school is assigned a delivery day.

LOAN OF AUDIO-VISUAL EQUIPMENT

Orders are to be placed one week in advance and are for a loan period of one week coinciding with your scheduled delivery date. Some equipment is available for a longer loan period.

3. Audio-visual equipment may also be borrowed on a same-day personal pick-up basis. To do this, phone the Instructional Materials Center Film/Video Library before noon to determine availability. The item will be made ready for pick-up that day. The loaned period will be for one week from date of pick up.

Personal pick ups for audio-visual equipment will not be honored unless accompanied by a "Request For Instructional Films" form signed by the principal or film coordinator of the requesting school.

USE OF INSTRUCTIONAL MATERIALS CENTER
AUDIO-VISUAL / PROJECTION LAMPS

I. PURPOSE

The purpose of this regulation is to provide the procedures for obtaining audio-visual/projection lamps from the Instructional Materials Center Film/Video Library.

II. RESPONSIBLE OFFICIAL

The Film Librarian, Instructional Materials Center, Equipment Repair and Telephone Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and remains in effect until changed or rescinded.

IV. PROCEDURES

A. Objective - The Instructional Materials Center Film/Video Library maintains a central inventory of audio-visual projection lamps.

1. These projection lamps are offered free of charge to Baltimore City Public Schools and offices.
2. These audio-visual projection lamps are only for common equipment items purchased through the school system's purchasing process. Lamps for unusual audio-visual items or for items purchased by PTAs, etc. are not available through this service and must be purchased by individual schools using Class "A" Requisition.

B. Procedures - Audio-visual projection lamps may be obtained from the Instructional Materials Center Film/Video Library through the following procedures:

1. "Projection Lamp Order" forms are available at no charge, upon request, from the Instructional Materials Center Film/Video Library. Every school should have a small supply on hand to expedite requests.

AUDIO-VISUAL / PROJECTION LAMPS

2. The "Projection Lamp Order" form is to be completed, signed by the principal or film coordinator, and forwarded to the Instructional Materials Center Film/Video Library by Inter-Office mail or with the school's weekly film delivery/pick up.
3. Ordered projection lamps should then be delivered with your next scheduled film delivery/pick up.

USE OF INSTRUCTIONAL MATERIALS CENTER
PROFESSIONAL SERVICES

I. PURPOSE

The purpose of this regulation is to provide the procedures for obtaining professional services relating to the use of the Instructional Materials Center Film/Video Library.

II. RESPONSIBLE OFFICIAL

The Film Librarian, Instructional Materials Center, Equipment Repair and Telephone Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and remains in effect until changed or rescinded.

IV. PROCEDURES

A. The following services are available from the Film Librarian, upon request, through the Instructional Materials Center:

1. Catalog Service - Assistance in finding films/videos in the CATALOGUE OF INSTRUCTIONAL FILMS appropriate to a specific curriculum area or activity.
2. Equipment Advice - Assistance in determining the appropriate audio-visual equipment for a specific task.
3. In-School Workshop - Assistance and/or instruction to faculties, faculty committees, etc. at the school location.
 - a. Explaining the operational procedures of the Instructional Materials Center Film/Video Library.
 - b. Explaining the use of media in instruction.

EQUIPMENT AND FURNITURE INVENTORY

I. PURPOSE

The purpose of this regulation is to provide the procedures to be followed in using and maintaining the Equipment and Furniture Inventory.

II. RESPONSIBLE OFFICIAL

The Staff Specialist, Inventory Control Section, Procurement Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and remains in effect until changed or rescinded.

IV. PROCEDURES

A. Objectives - The principle objectives of the Equipment and Furniture Inventory are:

1. To provide an accurate and uniform property accounting of significant equipment and furniture in the Baltimore City Public Schools.
2. To provide a "visual" identification of ownership by the Department of Education by the use of property tags.
3. To provide required documentation for various program and grant guidelines and regulations.
4. To provide data to assist in the planning for efficient use, replacement, and new ordering of equipment and furniture.

B. The EQUIPMENT AND FURNITURE INVENTORY HANDBOOK published by the Business Management Division fully explains all aspects of the inventory. The general procedural steps are as follows:

1. Inventoriable items are tagged and data recorded by the Inventory Control Section staff as new items enter the system or as existing items within the system are identified for inventory.

EQUIPMENT AND FURNITURE INVENTORY

2. Annually, in May, every school/office is issued an Equipment and Furniture Inventory printout that it must verify/update for changes, deletions, additions, etc.
 3. Upon verification of accuracy by the principal or office head, the updated Equipment and Furniture Inventory is returned to the Inventory Control Section for data entry.
 4. The revised Equipment and Furniture Inventory is then re-issued to every school/office prior to the opening of the new school term in September. This revised inventory printout is to serve as the property book for that location until the next annual updating.
- C. Other Inventory Uses - The Equipment and Furniture Inventory is a data base to supply data for various reports suiting special needs. This may include school-level program audits, system-wide counts of a particular item, curriculum assistance, etc.

I. PURPOSE

The purpose of this regulation is to provide the procedures to be followed in using and maintaining the Textbook Inventory.

II. RESPONSIBLE OFFICIAL

The Staff Specialist, Inventory Control Section, Procurement Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and remains in effect until changed or rescinded.

IV. PROCEDURES

- A. Objectives - The principle objectives of the Textbook Inventory are:
1. To provide an accurate and uniform count of the adopted textbook resources of the system.
 2. To assist in the ordering, re-ordering, and reassignment of adopted textbook resources.
- B. Procedures - The Textbook Inventory is used and maintained by the following procedures:

IN PROCESS OF BEING DEVELOPED

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

I. PURPOSE

The purpose of this regulation is to describe the two methods for ordering materials, supplies, equipment, copyright items (less textbooks), and services; and to provide procedures to be followed using the two methods. The ordering of textbooks is discussed in BCPS 9.51.

II. RESPONSIBLE OFFICIAL

The Director, Procurement Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

A. Introduction

1. Procurement Guidelines - The method of procurement of materials, supplies, equipment, and services for the Department of Education is set forth in the Baltimore City Charter and the Department of Finance Administrative Manual. The Office of Procurement Services, Business Management Division is responsible for processing all requests and insuring the proper and appropriate means of procurement within the Department of Education. Only the Assistant Superintendent, Business Management Division has the authority to procure materials, equipment, custodial supplies or contractual services.
2. Ordering- The ordering process for Department of Education schools and offices will consist of two processes; the Annual Requisition System and the Class "A" Requisition System.
3. Allocations- Non-salaried allocations are issued in September of each year by the Budget Development and Management Office, Fiscal Management Division to be utilized in conjunction with the requisitioning process. The ordering on the Annual Requisitions (AR's) and the Class "A" Requisitions is to be accomplished considering the allocations provided. The total ordering is not to exceed these allocations.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

B. The Annual Requisition System

1. Overview - There are twenty-nine supply and sixteen copyright annual requisitions which are issued to the schools annually. These catalogs are divided into four groups, A through D, and scheduled into the schools by group to allow for a balanced ordering, procurement and delivery cycle. Items ordered in September - December of one year are to be delivered and used the following school year. Each year, the catalogs are color coded for convenience and ease in distinguishing one year's order from another. The four colors are pink, blue, gold, and green. These colors are rotated every year in a four year cycle. A list of the current annual requisitions published is shown in Exhibit I.
2. The Annual Requisition Schedule - The grouping of the annual requisitions and the general schedule for the issuing of the AR's to the schools, the return date from the schools and the projected delivery periods for the items ordered is shown in Exhibit II. This schedule is subject to refinement each year, and may be further delineated by a circular issued in May of each year for the following school year.
3. General Policies
 - a. Each school may submit only one annual requisition by number. Duplicate requisitions, using the same AR number will not be processed. Schools not ordering on a particular AR must check the "not ordering" block and return the AR along with those requisitions which have been completed.
 - b. The front cover and summary pages must be completed, signed and dated by the School Principal. One copy of all annual requisitions received by the school must be returned to Procurement Services, Business Management Division, or as otherwise instructed on the front cover of each AR.
 - c. Schools requiring additional copies of the annual requisitions, or a change in the type of requisitions issued should follow instructions on the front cover of each annual requisition.
 - d. Required items which are not listed in the annual requisitions may be ordered on Class "A" Requisitions. See paragraph C below.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

4. Items Available for Ordering - The following classification of items are listed in the annual requisitions:
 - a. Stock Items - These items are stocked in the City of Baltimore warehouses and generally are immediately available for delivery. These items can be identified by an item number which consists of ten digits (example 12-3456-7890).
 - b. Non-Stock Items - These items have been identified and detailed specifications have been developed, but these are not stocked in the city warehouses. These items are ordered for delivery and have a longer delivery time than for stock items. Non-Stock items can be identified by an item number starting with the letter "E" followed by nine digits (example E1-2345-6789).
 - c. Copyright Items - Copyright items (less textbooks) are considered as non-stock items. These items are identified by item numbers configured as follows: E1-69XX-XXXX.
 - d. Perishable Items - These items are listed separately in AR's-19, 30, 46, 135, and 137 for information only. These materials may be ordered using the Class "A" Requisition. (see paragraph C5d below)
 - e. Backordered Items - These are items (stock and non-stock) which are not delivered with the first shipment, but are delivered in subsequent shipments. The items are usually not available at the time the order is placed.

C. The Class "A" Requisition System

1. Overview - The Class "A" Requisition will be used to order emergency items, items not listed in the annual requisitions, perishable items, equipment, services supplemental orders, and any material funded by Federal and State programs, and private grants.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

2. Policies

- a. Confirming Orders - Department of Education employees are not authorized to make commitments for materials, supplies, equipment, or contractual services using allocated funds. Within the Department of Education, this function is reserved for Procurement Services, Business Management Division. A confirming order, which is a request to pay for items after ordering or receipt of items without proper authority, will not be honored. Emergency requirements can be met by requesting assistance from Procurement Services' personnel. Those individuals responsible for confirmatory commitments are directly answerable to the Superintendent and may be held personally liable. See paragraph IV.A., BCPS 9.01.
- b. Numbering of Requisitions - Each school/office is required to keep a copy of all requisitions submitted for action, and to maintain a log reflecting the use of requisition numbers and a description of these documents. At the beginning of each fiscal year, a new log should be opened starting the requisition numbering system with the number one (1) and proceeding successively as needed. Each requisition must contain a different number. See Exhibit III for a suggested log page.
- c. Separation of Commodities - To facilitate processing and to reduce ordering errors, commodity types (stock items, non-stock items, perishables, paperback library books, hardback library books, magazines, newspapers, computer software, etc.) should be placed on separate requisitions. Equipment items should also be ordered on separate requisitions as well as different contractual services.
- d. Determination of Brand and Vendor - Suggested brands may be substituted with comparable brands, and recommended vendors may be replaced by other vendors. This substitution will be based on established procurement practices and current contractual obligations.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT
ITEMS (Less TEXTBOOKS), and SERVICES.

3. Completing the Class "A" Requisition - It is important that the "A" requisition be completed properly. Special attention must be given to the description of items requested, item numbers, delivery instructions, and heading. The requisition must be signed by the school principal or office head. For those items which are not listed in an annual requisition, a suggested vendor is required. Refer to the "Materials and Supplies Management Plan" issued to all schools and offices.
4. Submitting the Class "A" Requisition - Completed class "A" requisitions will be forwarded to the Budget Development and Management Office, 200 E. North Ave., 4th floor for fund verification and authorization. Once a Class "A" Requisition has been approved by the Budget Development and Management Office it will be forwarded to Procurement Services for action.
5. Special Requirements - In addition to the normal ordering of materials, supplies and equipment, the Class "A" Requisition will be used to obtain the type of materials/services listed below:
 - a. Window Shades, Draperies, and Stage Curtains - These items may be obtained by submitting a Class "A" Requisition. Contact buyer "J", Equipment Section, Procurement Services, extension 6-8844 for assistance.
 - b. Subscriptions to Newspapers - Subscriptions for newspapers are not to be ordered on AR-39; they will be requested on a Class "A" Requisition. The following information must be provided: title, quantity, days of week requested, beginning and ending dates, and approximate bulk rate cost. Normally, delivery should not begin before the first day of the school year, and end on the last day of the school year. Summer schools and administrative offices are exempted from these dates. Delivery should be cut-off during long holiday periods and other long periods of non-use. Contact buyer "E", Copyright Section, Procurement Services, extension 6-8818 if further clarification is required.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

- c. Library Materials - Library materials will normally be ordered on the appropriate AR listed in group D. However, a class "A" requisition will be used when requesting supplementary library books which are not included in the current annual requisition. A separate class "A" requisition will be submitted for each listing of paperback books or hard cover books. The delivery instructions should be listed as: BCPS Central Cataloging Office, 5300 Pulaski Highway, Baltimore, MD., 21205, Mark Package for School _____. Contact Buyer "E", extension 6-8818 if further assistance is required.
- d. Perishable Items - Perishable items are identified and listed in AR-19, AR-30, AR-46, AR-135, and AR-137. These materials will be requested using a Class "A" Requisition as instructed in the annual requisitions listed above. Because of their short shelf life, perishable items should be ordered in limited quantities and only as needed. Duplicating Fluid (item number 23-4019-3000) will only be ordered in amounts not to exceed 24 cans at one time. No more than 24 cans should be accumulated in one location at any time in accordance with Baltimore City Fire Regulations.
- e. Emergency Orders - Emergency requirements should be identified and the Class "A" Requisition should be clearly marked "Emergency Order". These requisitions may be "walked through the system" to expedite the ordering and delivery process. Prior telephone coordination should be made with the appropriate Staff Specialist, Procurement Services.
- f. Welding and Industrial Gases - The estimated annual school needs for these gases will be identified and ordered on a Class "A" Requisition not later than June 30 to obtain gases required for the following school year. The "A" requisition will be for a blanket purchase order which will be valid for the period 1 September through 30 June the following year. The "A" requisition will list those persons authorized to order gases for the school. Once the blanket purchase order is established, schools may obtain their periodic requirements by contacting buyer "N", Supply Section, Procurement Services, on extension 6-8840. Vendor Delivery Authorization forms will be released based upon these requirements.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

- g. Report Cards - Report cards are not stocked for issue as needed. The Office of Instructional Management is responsible for submitting a class "A" requisition in May of each year listing, by school, the quantity of report cards needed for pre-K, K, and grades 1-6 for the following school year. This request will be for non-automated report cards. Samples, with appropriate changes from the previous year's issue noted, must be attached to the "A" requisition. Procurement Services will arrange for the printing of the report cards and delivery to the schools based upon the distribution listed in the class "A" requisition. The delivery should be completed by October 15, each year. Discrepancies between amounts ordered and delivered, and final school requirements must be resolved between the school and the Office of Instructional Management.
- h. Computer Software - All requests for computer software must include the make and model which will be used with the software. In addition, the description must include the words "Computer Software" to clearly identify the requested item as software. Class "A" Requisitions not containing this information will be returned to the requesting school/office.
- i. Computer Hardware - Prior to submitting a class "A" requisition, the requestor will coordinate their needs with the Assistant Superintendent, Educational Data Processing Center and obtain approval for the specific items/systems to be requested. Once coordination has been effected, a class "A" requisition will be submitted for action.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT
ITEMS (Less TEXTBOOKS), and SERVICES.

EXHIBIT I - CURRENT LIST OF ANNUAL REQUISITIONS

AR NUMBER	AR TITLE
=====	=====
AR-10B	SCHOOL LIBRARY BOOKS-ELEMENTARY
AR-10C	SERIES BOOKS-ALL SCH. LIBRARIES
AR-10E	EASY PICTURE BOOKS
AR-11	REFERENCE BOOKS-ALL SCH. LIBRARIES
AR-12	SCHOOL LIBRARY BOOKS-SECONDARY
AR-13C	CURRENT PERIODICALS-SECONDARY
AR-13E	VOCAL MUSIC-SECONDARY
AR-14	SUBSCRIPTIONS and PERIODICALS-ELEM.
AR-15	PAPERBACK BOOKS FOR LIBRARY
AR-16	HOME ECONOMICS SUPPLIES
AR-17	VOCATIONAL NEEDLE TRADES
AR-19	CLASSROOM and OFFICE SUPPLIES-ALL SCHS.
AR-20	EXCEPTIONAL CHILDREN'S SUPPLIES
AR-21	PHYSICAL EDUCATION SUPPLIES-ELEM.
AR-22	HEALTH SUITE SUPPLIES FOR NURSE
AR-23	SEC. and VOC., PHYS. ED. SUPPLIES-SEC.
AR-24/224	SCIENCE LAB. SUPPLIES-SECONDARY
AR-25	MECHANICAL DRAWING
AR-30	BUSINESS ED. - DISTRIBUTIVE ED.
AR-31	COSMETOLOGY
AR-37	FOOD SERVICE
AR-38	LIBRARY SUPPLIES
AR-39	LIBRARY MAGAZINES-ALL SCHS.

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT
ITEMS (Less TEXTBOOKS), and SERVICES.

EXHIBIT I - CURRENT LIST OF ANNUAL REQUISITIONS

AR NUMBER	AR TITLE
=====	=====
AR-44B	MAPS, GLOBES and CHARTS-ELEM.
AR-44L	AUDIO-VISUAL SUPPLIES (LIB.) ELEM.
AR-45B	MAPS, GLOBES and CHARTS - SECONDARY
AR-45L	AUDIO-VISUAL SUPP. (LIB.) SEC.
AR-46	ART-ALL SCHOOLS
AR-51	PHOTO-LITHOGRAPHY
AR-62	CUSTODIANS' and ENGINEERS' SUPPLIES
AR-79	COMMENCEMENT MATERIALS
AR-80	ATHLETIC SUPPLIES-GEN. VOC. SCHS.
AR-81	ATHLETIC EQUIP. and SUPPLIES FALL, SPRING and WINTER
AR-83	ATHLETIC AWARDS SENIOR HIGH
AR-84	ATHLETIC FIRST AID SUPPLIES
AR-85	GIRLS' ATHLETIC EQUIP. SUPP. SR. HIGH
AR-111	PHONO. RECORDS and MUSIC MATERIALS ELEM.
AR-112	MELODY and RHYTHM INSTRUMENTS ALL SCHS.
AR-113	INSTRUMENTAL MUSIC SUPP.-ELEM. and SEC.
AR-122	HEALTH OCCUPATIONS
AR-135	CONSTRUCTION TRADES SHOPS
AR-137	MANUFACTURING, TRANSPORTATION SERVICES AND COMMUNICATIONS SHOPS
AR-139	HAND TOOLS
AR-219	MATH and SCIENCE EQUIP. ELEMENTARY
AR-221	MATH MAT'LS. and SUPPLIES SECONDARY

REQUISITIONS: ORDERING OF MATERIALS, SUPPLIES, EQUIPMENT, COPYRIGHT ITEMS (Less TEXTBOOKS), and SERVICES.

EXHIBIT II - SAMPLE ANNUAL REQUISITION SCHEDULE

GENERAL CATEGORY	*ALLO- CATION CODE	ANNUAL REQUISITION NUMBERS	ISSUE DATE TO SCHOOLS	ESTIMATED ITEM DELIVERY
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GROUP A - TO BE RETURNED MAY 29, 1987 TO THE INTER-SCHOLASTIC ATHLETIC OFFICE, AS NOTED ON AR FORM.

Athletic Equipment	2	80, 81, 83, 84, 85	April 21, 87	Mar.-Sept.'88
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GROUP B - TO BE RETURNED OCTOBER 23, 1987 TO BUSINESS MGT. DIVISION OR AS NOTED ON THE AR FORM

Classroom Supplies and Math (Sec)		19,20,25,30,46,219 and 221	SEPTEMBER	APRIL, 1988
Science Supplies		24/224		
Practical Nursing,	1	122	11	THRU
Cosmetology		31		
Phy. Ed. Supplies		21,23	1987	DEC. 1988
Custodial Supplies	3	62		

GROUP C - TO BE RETURNED DECEMBER 4, 1987 TO BUSINESS MGT. DIVISION OR AS NOTED ON THE AR FORM

Shops		135, 137, 139		
Home Economics		16, 17, 37	OCTOBER	APRIL, 1988
Maps, Globes, Charts		44B, 45B		
Photo-Lithography	1	51	9	THRU
Music Supplies, Instruments, Etc.		13E, 111, 112, 113	1987	DEC. 1988
Health Suite Supp.	5	22		
Commencement Mat.	1	79		
Periodicals-Elem. & Secondary		13C, 14		

GROUP D - TO BE RETURNED FEBRUARY 26, 1988 TO BUSINESS MGT. DIVISION

Audio-Visual		44L, 45L		OCT. 1988
Library & Reference Books & Supplies		10B, 10C, 10E, 11 12, 15, 38	JAN. 18	THRU
Library Magazines for All Schools	1	39	1988	DEC. 1988

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this regulation is to provide the steps to be followed in obtaining textbooks and instructional material in accordance with the Textbook Management Plan. Please refer to this plan, issued to all schools, for further details and/or explanations on any areas discussed in this section.

II. RESPONSIBLE OFFICIAL

The Staff Specialist of the Copyright Office and the Staff Specialist of Central Cataloging/Textbook Distribution, are responsible for the implementation of applicable portions of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. DEFINITIONS

- A. Adoption Process - The procedure followed to review, select and approve the textbooks to be used as the standard textbook of instruction.
- B. Excess Textbooks - Standard texts which exceed the quantity needed for course offering at a given school site.
- C. Components - Instructional materials that are designed to be used in conjunction with the standard text. These materials may include workbooks, audiovisual aids, etc.
- D. Standard Textbooks - The textbooks identified through the adoption process is the required text for class and/or home use.

V. PROCEDURES

The procedures to be followed in obtaining textbooks will be divided into two (2) classes, i.e., Standard Textbooks and Supplementary Instructional Materials.

A. Standard Textbooks

1. Ordering

- a. The Textbook Management Office will distribute the "Textbook Requirement Forms" to each school for ordering newly adopted texts.

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

- b. The principal is to complete the form using the anticipated student population for each course to be offered the following year as a guide to ordering quantities. The quantities reported by a school will be the number of texts ordered for that school.
- c. Upon completion, make a duplicate copy for the school's records.
- d. The form will be forwarded to the Business Management Division, Textbook Management Office for verification of receipt and correctness.

2. Distribution

Standard textbooks will be delivered to the school from the Textbook Distribution Center, 5300 Pulaski Highway, Baltimore, Maryland 21205. These textbooks will be packaged in accordance with the school's "Textbook Requirement Forms".

3. Receipt of Textbooks from the Textbook Distribution Center.

- a. All books delivered from the Textbook Distribution Center will be accompanied by a "Packing List" showing:
 - (1) School Number
 - (2) Purchase Order Number
 - (3) List of Titles Shipped
 - (4) Quantity Shipped
 - (5) ISBN Number
 - (6) Publishers Number
 - (7) Number of Cartons
- b. Sign the original copy verifying the number of cartons received.
- c. Retain duplicate copy.
- d. Check the books against the Textbook Distribution Center's "Packing List".

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

- e. Check the books against the school's copy of the "Textbook Requirement Form".
- f. Standard textbooks should not be marked (in any form) including school stamp.

4. Reporting Discrepancies

Report any discrepancies to the Staff Specialist, Textbook Distribution Center, within 48 hours. These discrepancies may include:

- a. Receipt of books not requested;
- b. Receipt of books in a quantity less than or greater than that shown on the Textbook Distribution Center "Packing List";
- c. Receipt of books in a quantity in excess of that requested by the school;
- d. Receipt of books in a damaged condition;
- e. Non-receipt of books requested;
- f. Any other errors as necessary.

5. "Emergency Textbook Requirement Form"

Use the "Emergency Textbook Requirement Forms" to request additional adopted standard textbooks only - one per required title. In the event that the school's actual enrollment is greater than the projected enrollment, the need to acquire additional standard texts will arise. Forward all forms direct to the Textbook Management Office, 200 East North Avenue, 4th floor, for processing. Additional forms may also be obtained from this office.

6. Transfer of Standard Textbooks

In the event that the school's actual enrollment is less than the projected enrollment, the need for transfer of the excess texts may be necessary to meet systemwide requirements. Report all overages to the Textbook Management Office.

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

7. Schools' Accountability

- a. Contract - Before distributing books to students, students must be issued a "Textbook Contract". (See Appendix N of the Textbook Management Plan.) This contract must be signed by the parent or guardian giving the school their promise to replace any lost, stolen or damaged books which were distributed to their child. Contracts are to be kept on file at the school. Contact the Textbook Management Office for additional contracts as needed.
- b. All standard/adopted textbooks will be marked with an identification number on the inside cover of the text. All textbook numbers must be recorded at the school for proper accountability.
- c. Textbook Receipt - Students will be required to sign a "Textbook Receipt" (ordered on AR-19 Classroom Supplies, Item #28-4922-0070) for all books issued to them. The book identification number should be recorded with the child's name by each teacher when distributing the texts.
 - (1) Keep signed receipts on file by teacher issuing the books.
 - (2) Receipts are to be returned to the student when books are returned to the teacher.

8. Reporting Lost, Stolen or Damaged Books

If a teacher or principal is unable to secure the return of the textbook(s) or payment for lost or damaged textbooks, the following must be done:

- a. The receipt bearing the student's signature is to be attached to the student's permanent record card.
- b. Continued attempts should be made in an attempt to secure payment.
- c. If unable to collect, withhold further issuance of books to the student.
- d. If it is determined that the textbook cannot be recovered, the principal may take one or more of the following administrative steps:
 - (1) Withhold the issuance of any records from the student;

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

(2) Withhold the release of the student's report card;

(3) Withhold graduation diplomas.

9. Collection of Money for Lost, Stolen or Damaged Textbooks

Refer to price list and damaged schedule. (See Appendix O of the Textbook Management Plan.)

(a) It is the responsibility of the principal to collect money for lost, stolen or damaged textbooks.

(b) Payment should be accounted for by use of the "Principal's Cash Receipt Form". This form is distributed by the Revenue & Disbursement Office of Finance & Accounting.

B. Instructional Supplementary Materials

Instructional materials other than the standard textbooks or their components are purchased by way of the Class "A" Requisition process using school funds. (See Section BCPS 9.50 of this handbook regarding Class "A" Requisitions.)

1. Choose titles from the approved supplementary materials listing.

2. Place desired items on a Class "A" Requisition in accordance with Section.

3. Make a copy of the requisition(s) for the school's records.

4. Submit requisition(s) to the appropriate Associate Superintendent for approval and signature. Without approval, the requisition(s) cannot be processed.

C. Requesting Status of Requisitions - When requesting the status of requisitions from the Business Management Division:

1. Pull the copy of the requisition in question.

2. Call or write the Procurement Records Unit (PRU), 200 East North Avenue, Room 401D, Extension 6-8846.

3. Supply the school number, requisition number and the date found on the requisition.

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

4. If received in PRU, the name of the buyer will be given for continued follow-up.

D. Delivery

Delivery of materials ordered on Class "A" Requisitions can be expected within 4 to 6 weeks from date found on the blue copy of the purchase order (blue receiving notice).

E. Receipt of Supplemental Materials from the Publisher

1. Each school will have received a blue copy of the purchase order - your receiving notice. This receiving notice should be checked against the material and accompanying packing slip received from the publisher.
2. If all are in agreement, i.e., blue receiving notice, packing slip and material, sign and date the blue receiving notice and return to the Staff Specialist, Copyright Office of the Business Management Division, 200 East North Avenue, 4th Floor.

3. Order Shipped Incomplete (Discrepancies)

If an order is not shipped complete or if there are other discrepancies, make a copy of the blue receiving notice, check those items received, giving a brief summary of the existing problem, attach a copy of the packing slip and forward to the Staff Specialist, Copyright Office. The form "Receiving Notice" (ordered on AR-19, Item #28-4922-0070) may also be used in lieu of the copy of the blue receiving notice.

F. Special Cautions

1. Only textbooks purchased from school funds may be stamped, i.e., supplementary materials.
2. If books shipped in error have been stamped, this should be noted on the receiving notice, because the publisher may not accept, for full credit, the return of books which have been stamped by the imprint of a school.
3. The schools should not correspond directly with the publisher regarding discrepancies in deliveries. Contact the Staff Specialist in the Copyright Office on extension 6-8818.

ACQUISITION OF TEXTBOOKS AND SUPPLEMENTAL INSTRUCTIONAL MATERIALS

G. Disposal of Obsolete Textbooks/Supplementary Instructional Materials

Textbooks and supplementary instructional materials that become obsolete and are no longer considered relevant for classroom instruction and textbooks that are damaged beyond use must be disposed of in accordance with Department of Education and City of Baltimore policy.

1. Requisition Procedures

- a. A Pink - "C" Transfer Requisition should be issued by the Principal requesting the removal of such books. (Mark requisition "Obsolete Texts.")
- b. The approximate number of books to be removed should be listed on the requisition.
- c. Give the location from which the books will be picked up, i.e., office, room number, etc.
- d. Forward the completed "C" Transfer Requisition to Procurement Services of the Business Management Division.

2. Packaging Procedures

- a. The books should be bundled and tied up in the following groups:
 - (1) Books damaged and unfit for further use;
 - (2) Books on active list that may be repaired and can be used by other schools;
 - (3) Obsolete books in satisfactory condition but of no further value to the schools;
 - (4) Surplus books on active list satisfactory for redistribution.
- b. Each bundle should be tagged and clearly marked in regard to the above classification of books included.
- c. It is recommended that the size of the bundles be such that they can be easily handled by the truck driver for loading and unloading.

REPAIR OF FURNITURE, PLAYGROUND EQUIPMENT, and ATHLETIC EQUIPMENT

I. PURPOSE

The purpose of this regulation is to provide procedures to be followed to request repair of furniture, playground equipment, and athletic equipment.

II. RESPONSIBLE OFFICIAL

The Staff Specialist, Equipment Section, Procurement Services, Business Management Division is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

A. Repair of Furniture and Moveable Athletic Equipment

1. Repair of furniture and moveable athletic equipment will be requested on a Class "D" Requisition. It is important to list the items, describe the type of repairs, and list the location of the items.
2. Completed Class "D" Requisitions will be forwarded to the Procurement Records Unit, Procurement Services.

B. Repair of Athletic Equipment (fixed)

1. Repair of fixed athletic equipment such as back-boards, climbing ropes, and goal posts will be requested on a Class "D" Requisition.
2. Completed Class "D" Requisitions will be forwarded to the Procurement Records Unit, Procurement Services.

C. Charges - For most repairs, there will be no direct charge to the school. However, in some instances, because of the nature of the repairs, the school will be expected to cover the cost from their allocation. The principal or central office head will be notified when funding is necessary.

TRANSFER of MATERIALS, SUPPLIES, and EQUIPMENT

I. PURPOSE

The purpose of this regulation is to provide procedures to be followed to transfer materials, supplies, and equipment.

II. RESPONSIBLE OFFICIAL

The Divisional Specialist, Equipment Section, Procurement Services is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

- A. Overview - It may be necessary to move or transfer materials, supplies, books, or equipment from one location to another. Also, as materials, supplies books, or equipment become obsolete or unserviceable it will be necessary to dispose of them. The building principal is responsible for identifying surplus, obsolete or unserviceable items and taking action to arrange for their transfer. The Class "C" Requisition will be used to request this service.
- B. Transfer of Materials, Supplies or Equipment - Generally, the completion of the Class "C" Requisition is self-explanatory. However, certain specific entries are required under certain circumstances. These are described below.
 1. Budget Account Number - The budget account number is not normally required, however, when rigging services are needed to effect the transfer, the budget account number must be entered. Also, in cases where serviceable stock items are being returned to city warehouses for a credit, the budget account number to be credited must be provided. In this case, a copy of the original delivery document must also be attached
 2. Description - The item being transferred must be completely identified. Equipment descriptions must contain model numbers, stock numbers, serial numbers, and inventory tag number (if any). When stock items or non-stock items are being moved, the item number as listed in the annual requisitions must be provided in the description.

TRANSFER of MATERIALS, SUPPLIES, and EQUIPMENT

3. Approvals - Only the principal's signature is required for the transfer of items procured with local funds. The appropriate superintendent must sign the requisition for the transfer of items funded from federal, state or private grants.

C. Disposal of Materials

1. Overview - Department of Education property (materials, supplies, and equipment) must be disposed of in accordance with City policy as enumerated in City of Baltimore AM 306-1.
 2. Procedures
 - a. When property has been determined obsolete or surplus to the needs of an individual school or office, a Class "C" Requisition will be prepared and forwarded to Procurement Services, Business Management Division. The requisition will indicate whether the materials listed are either surplus, obsolete, or beyond use. Materials should be listed on separate Class "C" Requisitions according to their category.
 - b. The Director, Procurement Services, will review those items reported as surplus or obsolete to determine a need in other schools or offices. Items not needed by the Department of Education will be declared surplus and reported to the Bureau of Purchases for disposal.
 - c. In the case of items purchased with special funds, the fund Project Administrator will be contacted to determine transfer, reuse, and disposal limitations.
 - d. Science chemicals and hazardous wastes should be identified and packaged for proper transport (additional guidance may be obtained from the Office of Safety). Class "C" Requisitions submitted for the disposal or transfer of these materials will include a detail manifest of the item, quantity, and type of container. In depth consultations with the Office of Safety and the Office of Science will be made prior to requesting the transfer of these items.
- D. All Class "C" Requisitions will be forwarded to Procurement Records Unit, Procurement Services.

TRANSFER of MATERIALS, SUPPLIES, and EQUIPMENT

- E. Disconnecting Heavy Equipment - Equipment which is secured to the floor or walls, or has utility connections must be disconnected prior to the Class "C" Requisition being submitted. The Class "D" Requisition will be used to request the dismantling or disconnection. Refer to BCPS 9.30.

RECONDITIONING OF TOOLS

I. PURPOSE

The purpose of this regulation is to provide procedures to be followed to have tools reconditioned.

II. RESPONSIBLE OFFICIAL

The Staff Specialist, Supply Section, Procurement Services, Business Management Division is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

A. Items to be reconditioned are divided into two groups:

1. Items requiring blade sharpening, such as saws, jointers, planer knives, paper cutter blades, cutlery, and scissors.
2. Printing shop rollers requiring recasting.

B. Sharpening Services

1. Schools will prepare and submit a Class "D" Requisition to the appropriate Vocational Education specialist for review. The specialist will forward the requisition to Buyer "F", Procurement Services, Business Management Division. When there is no supervising Vocational Education specialist, the requisitions are to be sent directly to Procurement Services.
2. Requisitions must be submitted between May 1st and May 31st to obtain service during the following year.
3. Requisitions must include a description and quantity of each type of item to be sharpened. In addition, the name and telephone number of a contact person in the school must be included.
4. After a purchase order is issued, the contact person will be notified of the vendor and vendor location. School personnel will handcarry the items to be sharpened to the vendor and make arrangements with the vendor for subsequent pick-up after the service is provided. All items delivered to the vendor must be properly tagged for identification.

RECONDITIONING OF TOOLS

C. Recasting of Rollers

1. Schools will prepare and submit a Class "D" Requisition to buyer "F" Procurement Services, Business Management Division.
2. The requisition must be submitted between May 1st and May 31st to obtain service during the following school year.
3. The requisition must include the quantity and type of rollers to be recast, the storage location in the school, and the name and telephone number of a contact person at the school.
4. Schools must tag all rollers to be recast, listing the school number, school name and address, and the name and telephone number of the contact person at the school.
5. When a purchase order is issued, the selected vendor will contact the school and arrange to pickup the rollers to be recast. The rollers will be returned to the school by the vendor after the recasting is completed.

RECEIVING MATERIALS, SUPPLIES, and EQUIPMENT

I. PURPOSE

The purpose of this regulation is to provide policies and procedures to be followed in receiving materials, supplies, and equipment.

II. RESPONSIBLE OFFICIAL

The Director, Procurement Services, Business Management Division is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

- A. Overview - Each principal is responsible for the proper receipt and accounting of materials, supplies, and equipment ordered and delivered to the school. It is important that receipts and timely acknowledgements of deliveries be processed properly to provide for prompt payment of vendors and/or the reconciliation of discrepancies (if any).
- B. Records - Each school/office will maintain copies of all orders placed, delivery receipts, and packing slips for the purpose of accountability.
- C. Verification of Deliveries - In each instance, the principal will insure that materials delivered by Bureau of Purchases warehouse staff or by private vendors are verified against packing slips or receiving notices. This verification should take place at the time of delivery, but not later than five (5) working days after delivery. When there is a discrepancy between the items delivered and the receiving notice or packing slip, the discrepancy will be noted on the documents. Receiving documents to be reviewed and signed include warehouse requisitions (green copy), purchase orders (blue copy), packing slips, or vendors' delivery tickets. Only the purchase order (blue copy) is to be forwarded to Procurement Services as a receiving notice. Bureau of Purchases warehouse requisitions and packing slips, and vendor packing slips will be kept on file at the school for future reference.
- D. Posting Ordering Documents - After receiving and verifying a delivery, the staff person involved will post the order received against the original ordering document (Annual Requisition or Class "A" Requisition).

RECEIVING MATERIALS, SUPPLIES, and EQUIPMENT

- E. Receiving Notices - After receipt and verification of the delivery, receiving notices (Bureau of Purchases or The Department of Education Purchase Orders - blue copies) will be signed, dated, and forwarded to the Procurement Records Unit or Copyright Office, Procurement Services respectively. In the event the order is incomplete, a partial receiving notice is to be forwarded. The blue copy is forwarded when the order is complete regardless of previously submitted partials.
- F. Discrepancies - All discrepancies must be reported to Procurement Services within five (5) working days of receipt of the materials. All discrepancies will be reported by written memorandum. There will be no direct contact between Vendors/Publishers by the receiving schools/offices in this regard.

FOLLOW-UP ON STATUS OF ORDERS

I. PURPOSE

The purpose of this regulation is to provide procedures to be followed to follow-up on the status of orders.

II. RESPONSIBLE OFFICIAL

The Director, Procurement Services, Business Management Division is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

- A. Overview - It is the responsibility of the ordering school or office to maintain accurate records which reflect the receipt of materials versus the material ordered. In most cases, materials will be delivered within a reasonable time after the orders are submitted. However, for various reasons, some orders may remain outstanding for long periods of time and an inquiry may be needed to determine the status.
- B. Annual Requisition Orders- Principals may inquire as to the status of annual requisition orders once the estimated delivery dates reflected in the annual circular have passed. B.C.P.S. form "Inquiry or Follow-up on Requisition" (item number 23-4906-0180) will be used for this purpose. The form is to be completed in duplicate and forwarded to the Procurement Records Unit, Procurement Services. After the status of the order is determined, one copy will be returned to the sender with appropriate comments.
- C. Class "A" Requisitions - Procedures for inquiry into Class "A" Requisition orders will be as stated above, using the same form. However, it will be necessary to provide the school number, class "A" requisition number, and the Class "A" Requisition date.
- D. All Other Requisitions - Refer to paragraph C. above.
- E. Telephone Inquiries - Normally, telephonic inquiries will not be accepted. However, follow-up on emergency orders and single item orders may be honored telephonically by calling the Procurement Records Unit, extension 6-8846.

NEW/REPLACEMENT SCHOOL PROJECT: ORDERING FURNITURE AND EQUIPMENT

I. PURPOSE

The purpose of this regulation is to provide procedures to be followed for preparing furniture and equipment list for new/replacement schools lists; and for subsequent receipt, location and audits.

II. RESPONSIBLE OFFICIAL

The Staff Specialist, Interagency Committee for Public School Construction(IAC), Procurement Services is responsible for coordinating these regulations.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

- A. Overview - The funding of capital improvements (new or replacement schools) in the Baltimore City School System is provided in part by the State of Maryland IAC for projects authorized prior to FY '88. This agency also provides funding for the acquisition of furniture and equipment for these new buildings. The guidelines provided below must be adhered to so that adequate ordering, delivery, and accountability of the furniture and equipment required for the new/renovated school can be accomplished. Capital improvements authorized after FY '88 will be funded by the City of Baltimore, and need not follow state guidelines and procedures for approval.
- B. Preparation of The Furniture and Equipment List - The school principal will be responsible for the preparation of the furniture and equipment list for each new or replacement school. The Staff Specialist, IAC, will assist the principal in the preparation of the list. The list will include all furniture and equipment items not considered fixtures to the building. The list will be developed by room and will include quantity, item number, and description of all furniture and equipment to be placed in that room. To further assist in the preparation of the list, the following suggestions are offered:
 1. Examine the facility program for the new project.
 2. Obtain a copy of the architectural drawings from the Construction Coordinator in the BCPS Design and Construction Office; and locate all areas to be equipped.

NEW/REPLACEMENT SCHOOL PROJECT: ORDERING FURNITURE AND EQUIPMENT

3. Contact all Instructional Coordinators in the various curriculum offices for guidance in their areas of expertise.
 4. Contact the Staff Specialist, IAC, Procurement Services for assistance in developing the new school furniture and equipment list.
- C. Administration of the New School List - Once the list is prepared by the principal of the new school, it will be forwarded to the Staff Specialist, IAC, Procurement Services for review, pricing, and formatting. This list will then be submitted to the State IAC for approval. After approval by the State IAC, deletions may be necessary to adjust the total cost to approved amounts of allocated funds. The final decision regarding these deletions rests with the school principal.
- D. Delivery of Items - The staff of Procurement Services will coordinate the delivery and placement of furniture and equipment within the new building. The principal will designate a person to be responsible for accepting the materials at the new or renovated facility. Furniture and equipment will be placed in the building in accordance with the approved furniture and equipment list.
- E. Preliminary Audit
1. State auditors will audit those items of furniture and equipment purchased with State Capital Improvement Funds. Part of the audit process will include on-site accountability of the materials purchased for the facility. Each school level administrator must account for every item so purchased and be able to have the item available for inspection by the State Auditors.
 2. State guidelines mandate that all materials purchased for a new facility must not be transferred from its approved location without approval by the State Interagency Committee On Public Construction. Transfer requests must be submitted to the Assistant Superintendent, Business Management Division. Such requests can only be approved for transfer between IAC funded schools.
 3. Within ninety (90) days after the school has been opened for students, a preliminary audit will be held by school level personnel to account for items not received, damaged in shipment, or not suitable for intended use. Procurement Services personnel will assist in the audit and take steps necessary to obtain undelivered materials and close out orders.

NEW/REPLACEMENT SCHOOL PROJECT: ORDERING FURNITURE AND EQUIPMENT

- F. Final Audit - In accepting state funding, certain requirements of the State IAC must be met, as indicated below.
1. Within six (6) months after occupancy, a complete audit must be submitted to the State IAC. This audit will include an accountability of all items purchased and their actual costs. This reporting will be accomplished by the Procurement Services staff.
 2. After submitting this audit, a physical inspection will be made by the State IAC in company with Procurement Services personnel. During this visit, state officials will be accounting for items within school locations as originally listed on the approved furniture and equipment lists.
 3. It should be noted that audit exceptions are subject to reimbursement of funds to the State for the value of the exceptions noted. To avoid audit exceptions, every item purchased with state funds must be in use within the facility and in usable condition. Items in need of repair should be scheduled for repair; and all items should be out of packing cartons and showing signs of use.

I. PURPOSE

The purpose of this regulation is to provide policy and procedures to be followed to vacate a building.

II. RESPONSIBLE OFFICIAL

The Director, Procurement Services, Business Management Division is responsible for coordinating the implementation of this regulation.

III. PERIOD COVERED

This regulation is effective upon publication and will remain in effect until changed or rescinded.

IV. PROCEDURES

A. Overview - Once a decision is made to vacate a building, the Assistant Superintendent, Division of Physical Plant will establish a date for the vacating of the building. The following offices will be notified of this date:

1. Assistant Superintendent, Business Management Division
2. Chief, School Police
3. Staff Director, Office of Planning
4. School Principal

B. Vacating Steps

1. The school principal will develop, with the assistance of the Assistant Superintendent, Business Management Division, a schedule for the removal of all materials, supplies, and equipment; and for terminating telephone services. This schedule will be forwarded to all of the offices listed above, as well as to the Assistant Superintendent, Division of Physical Plant.
2. The Staff Director, Procurement Services will remind the school principal involved of the need to submit Class "C" Requisitions in accordance with regulation 9.53 of this manual. Items may be transferred to other schools or sent to Warehouse #9 for storage. Items designated for warehouse #9 will be listed on separate Class "C" Requisitions and listed as surplus. Loose materials and supplies will be packed in boxes or wrapped in twine for ease of handling. Upon receipt of the Class "C" Requisitions, the Staff Director, Procurement Services will schedule movement of the materials from the building.

PROCEDURES FOR VACATING A BUILDING

3. The Staff Engineer, Equipment Repair and Telephone Services will be responsible for disconnecting and removal of all public, private, and Centrex telephone lines and equipment from the building. This must be accomplished prior to the building being disposed of or permanently closed.
4. The school principal will be responsible for follow-up to determine if all items have been removed and all telephone services have been disconnected.
5. Removal of science chemicals and hazardous waste will be accomplished in accordance with paragraph IVC2d, BCPS 9.53 this manual
6. Trash Disposal - Once the building has been emptied of all materials and equipment, the school principal will notify the Division of Physical Plant. This division is responsible to have the trash removed from the building.
7. After the building has been cleaned of all materials and trash, the Assistant Superintendent, Division of Physical Plant will be responsible for the salvaging operation. The Chief, School Police will be notified when this operation is completed.