

DENVER PUBLIC SCHOOLS
EDUCATIONAL RESOURCE SERVICES
February 2009

K-12 Library Magazines

TO Principals, Library Media Specialists, and Requisition Clerks in
Elementary, Middle and High Schools

FROM Jody Gehrig, Educational Resource Services

SUBJECT **APPLY DIRECT ORDERS** - For 2009-2010 Library Media Center (LMC),
Departmental, Professional, and Supplementary Classroom Magazine Orders.

**Scholastic will be sending your Classroom Magazine renewal list and price list for
2009-2010 directly to your school
to the attention of the Requisition Clerk.
Orders must be completed by March 27, 2009**

I. DIRECT ORDERS are those magazines not available from the DPS jobber EBSCO, such as Scholastic classroom supplementary and other magazines that must be purchased directly from publishers for the Library Media Center, Departmental, or Professional use.

CURRENT YEAR'S BUDGET 2008-2009

- If you have money in this year's budget (2008-09) you can order on-line through Cayenta now. Send order (include the purchase requisition number on the list) to Rosey Brady in the Purchasing Department. **Orders under the \$2500.00 limit must be ordered with your Imprest Checking or VISA.** The vendor number for Scholastic, Inc., is 09449 commodity number is 095640. Indicate on the attention line in the "header shipping details" screen, LMC (and/or) Department, with a personal name to guarantee educational rates and correct disbursement. Continue with Cayenta ordering procedures.

NEXT YEAR'S BUDGET 2009-2010

- Order same as above after July 1, 2009.

II. ACCOUNT NUMBERS - Be certain to use the correct account number; your school office personnel can assist you with these numbers.

Magazines for the LIBRARY MEDIA CENTER student use (in quantities of one through five copies); Library Journals; SUPPLEMENTARY CLASSROOM magazines for direct pupil/teacher interaction (in quantities of ten or more copies); PROFESSIONAL MAGAZINES for various departments (magazines such as General Education, Home Economics, Business Education, or Industrial Education are considered professional magazines); magazines (in quantities of one through five copies) for direct pupil/teacher interaction in SPECIAL EDUCATION will be charged to **mill levy textbook Fund 16-0640**.

III. IRREGULARITY CLAIMS – Contact the vendor directly with your irregularity claim. To report a discrepancy that was a purchase/payment between your school and vendor, contact the vendor directly for solution. Be certain to keep a record of all your correspondence.

Publisher Contact - Scholastic will mail your renewal list along with a current price list to your school. Scholastic's classroom representative for DPS is Patricia Pfeifer; please direct all your Scholastic communications to her at 1- 800-387-1437 ext. 257, or fax 1-877-242-5865.

Bound Yearbooks - such as CURRENT BIOGRAPHY, must be processed as a book order.

cc: Patricia Morris
Rose Brady

Teresa Hartung
Rosemarie Simon

Patricia Pfeifer, Scholastic