

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2500-2
SUBJECT: DISTRIBUTION OF INSTRUCTIONAL AND ADMINISTRATIVE MATERIALS TO OUTSIDE INDIVIDUALS AND AGENCIES	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 03/22/85; 01/05/88; 06/01/88 <hr/> PREPARING OFFICE: COMMUNICATIONS DEPARTMENT

I. PURPOSE:

To establish the procedures by which individuals and institutions outside the Topeka Public Schools may acquire instructional and administrative materials not specifically designed for dissemination to them.

II. INSTRUCTIONAL AND ADMINISTRATIVE MATERIALS AFFECTED:

Materials, such as reports, pamphlets, and curriculum guides prepared by school district employees as part of their responsibilities, primarily for use in the management or instructional programs of the district.

III. RESPONSIBILITIES FOR DISTRIBUTION:

- A. The Communications Department will be responsible for the external distribution of curriculum materials as appropriate.
- B. Those materials to be distributed free of charge may be distributed either by the preparing administrator or by the Communications Department.

IV. PROCEDURES:

- A. For the administrator preparing the curriculum publication:
 1. Determine if a publication could or should be distributed free of charge or for a fee.
 2. Determine the fee for those publications to be sold, based on printing and mailing costs.
 3. Maintain an ample supply of the publication.
 4. Make arrangements for storage of publication.
 5. Provide the Communications Department as needed with copies of those publications which may be distributed free of charge to those for whom

the publication was not originally designed.

- 6. Inform the Communications department when the publication is being revised or is no longer available.**

B. For use by the Communications Department in distribution of items for sale:

- 1. When a request is received, contact the associate superintendent of educational services to determine availability of materials.**
- 2. When a purchase order is received, forward the materials to requester along with an invoice. When payment is received, forward to the Business Office.**
- 3. When a check is received, forward the materials to the requester and the payment to the Business Office.**
- 4. Keep a complete record of all transactions.**