**Materials Procurement Organization Template**

*This resource provides a template for organizing all materials.*

Guidance:

* List each resource individually (versus grouping by grades).
* Determine if the resource is consumable, which will help with re-ordering materials in the future.
* Consider vendor conditions or packages. For example, some vendors might provide one teacher edition for every 30 students.

*The first 5 rows are samples. Delete as needed.*

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| --- | --- | --- | --- | --- |
| **Resource** | **Consumable (Y/N)** | **Total Ordered** | **Back Order** | **Tracking Info** |
| *Grade 6: Student Workbook* | *Y* | *987* | *100* | *ISBN or Item #* |
| *Grade 6: Teacher Edition (1 per 30 students at no cost)* | *N* | *33* | *0* |  |
| *Grade 6: Teacher Edition (additional copies)* | *N* | *8* | *0* |  |
| *Grade 6: Consumable manipulative kit (per 180 students)* | *Y* | *6* | *0* |  |
| *Grade 6: Non-consumable manipulative kit (per classroom)* | *N* | *41* | *15* |  |
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