**Tracking Materials Orders**

*This resource provides a tracking template for all materials, along with a sample calendar for key action items.*

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| **School**: InstructUp MS | **Delivery Date**: May 1, 2019 |
| Resource | Total Ordered | Total Received | Total Needed | Bar Code Range | Total Distributed | May 2019 Remaining Inventory | August 2019 Remaining Inventory | January 2020 Remaining Inventory |
| *Grade 6: Student Workbook* | *114* | *114* | *0* | *193976 - 194089* | *109* | *5* |  |  |
| *Grade 6: Teacher Edition (one per 30 students at no cost)* | *3* | *3* | *0* | *194090 - 194092* | *3* | *0* |  |  |
| *Grade 6: Teacher Edition (additional copies)* | *2* | *1* | *1* | *194093 - 194095* | *1* | *0* |  |  |
| *Grade 6: Consumable manipulative kit (per 180 students)* | *1* | *1* | *0* | *194096* | *1* | *0* |  |  |
| *Grade 6: Non-consumable manipulative kit (per classroom)* | *5* | *3* | *2* | *194097 - 194101* | *2* | *1* |  |  |
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| **Vendor Contact Info:** |  | **Purchasing Contact Info:** |  |
|  | **Date** | **Follow-Up Steps** |
| **Vendor Follow-Up Timeline** | March 2019 | 1. Check that payment has been received
2. Collect and record order number
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| April 2019 | 1. Check in on process of order
2. Confirm if any items are on backorder or will be delayed
3. Confirm shipping locations
4. If custom printing is being completed, request a sample copy for review
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| May 2019 | 1. Verify arrival of materials
2. Report and reconcile any discrepancies in received inventory
3. Begin discussions/plans for reorder of consumable materials
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| August 2019 | 1. After initial distribution of materials to students, contact vendor to discuss additional needs or upcoming orders based on remaining inventory
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