

## SCHOOL:

1. Create a book order list using the forms provided on the ILTSS website at <http://www.iltss.org/textbooks.php>.
2. Complete the *Instructional Materials Request* and *Justification for Late Textbook Funding Request* forms.
3. Log into the SCSC Interim Ordering Process website and create a new *LRP Requisition*.
  - o Go to the LRP (<http://lrp.askitd.net/>) or Procurement Services (<https://psd.lausd.net/>) website and click on the link to the LRP Interim/Transition Ordering page. Download the *Shopping Cart Support Center Ordering Processes User Guide* for detailed instructions on using the interim ordering process.
4. Select requisition type “BPO” and enter all required fields. For Accounting Data, enter the State textbook funding line as follows:
  - o Fund: 010-7156
  - o Functional Area: 1110-1000-14152
  - o G/L Account: 410060
  - o Cost Center: Use the cost center code for your Educational Service Center

ESC	Pass-Thru Cost Center
East	1024702
West	1024602
South	1024802
North	1024502
ISIC	1028702

5. Click “Save and Add Items” to save data and begin entering line items data. (You will not be required to input all textbook line items, but will attach all book order lists to the requisition form.)
6. Enter line item data as follows:
  - o Qty: “1”
  - o Description: “See Attached Forms”
  - o Unit Cost: enter total cost of requisition
7. Click “Add” to move description to the requisition form and click “Finished – Print and Sign” to view and print the requisition form.
8. Obtain approval signature of the principal or administrator on the *LRP Requisition, Instructional Materials Request* and *Justification for Late Textbook Funding Request* forms.
9. Forward the three signed forms and book order lists to your ESC Fiscal Services Manager.

### ESC FISCAL SERVICES MANAGER:

1. Submit forms to Instructional Director for review and approval.
2. Scan and email approved *LRP Requisition, Instructional Materials Request* and *Justification for Late Textbook Funding Request* forms, and book order lists to the LRP Shopping Cart Support Center.
3. Return NOT APPROVED documents to school site.

### LRP SHOPPING CART SUPPORT CENTER:

1. Forward *LRP Requisition, Instructional Materials Request* and *Justification for Late Textbook Funding Request* forms, and book order lists to Sandra Hartshorn, ILTSS, for final approval.
2. Input requisition into SAP to create Shopping Cart (SC).
  - o SAP will generate a Purchase Order (PO) and email the PO to the vendor.
3. Email copy of PO to the school and ESC Fiscal Services Manager.

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**\* Use the above procedures only for textbook purchases utilizing State textbook funding, program 14152. For all other purchases, refer to the *Shopping Cart Support Center Ordering Processes User Guide* available on the LRP or Procurement Services websites.**