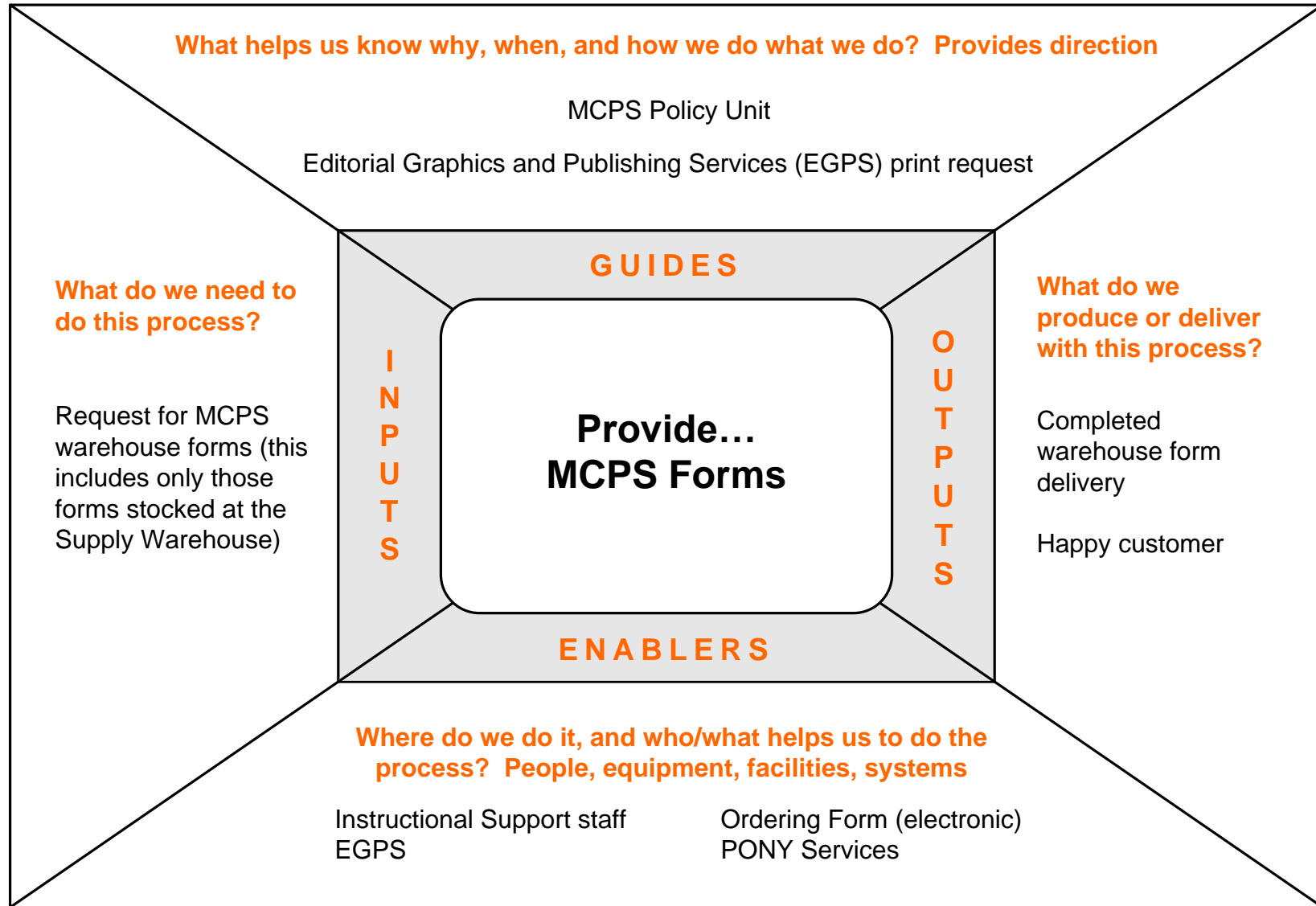


## Process Begins when

Request for MCPS forms is received  
(Supply Warehouse stock only)

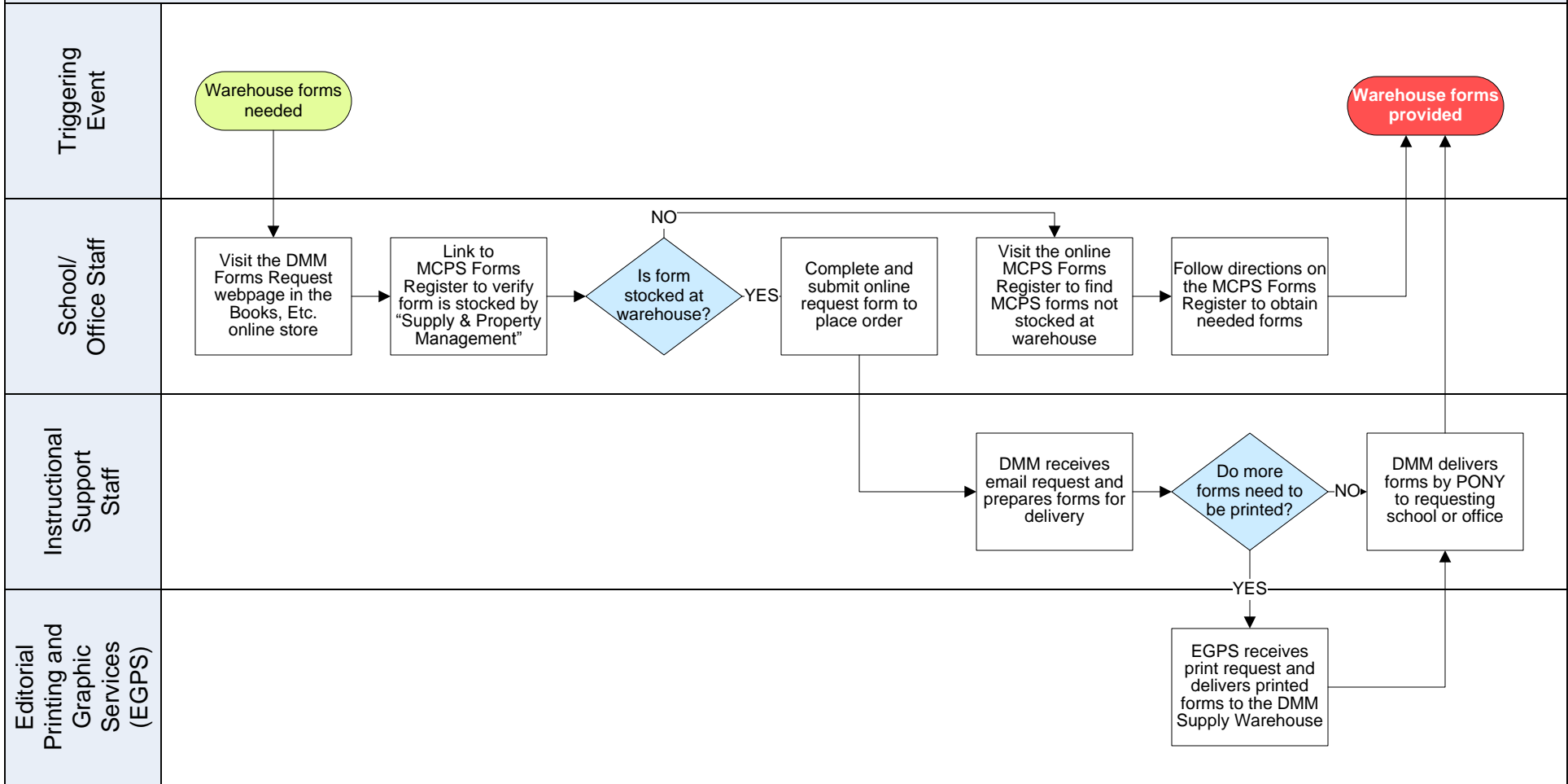
## Process complete when

MCPS warehouse forms delivered to  
customer



To Key Process

# Instructional Support Services – Warehouse Form Ordering Process



Warehouse forms provided

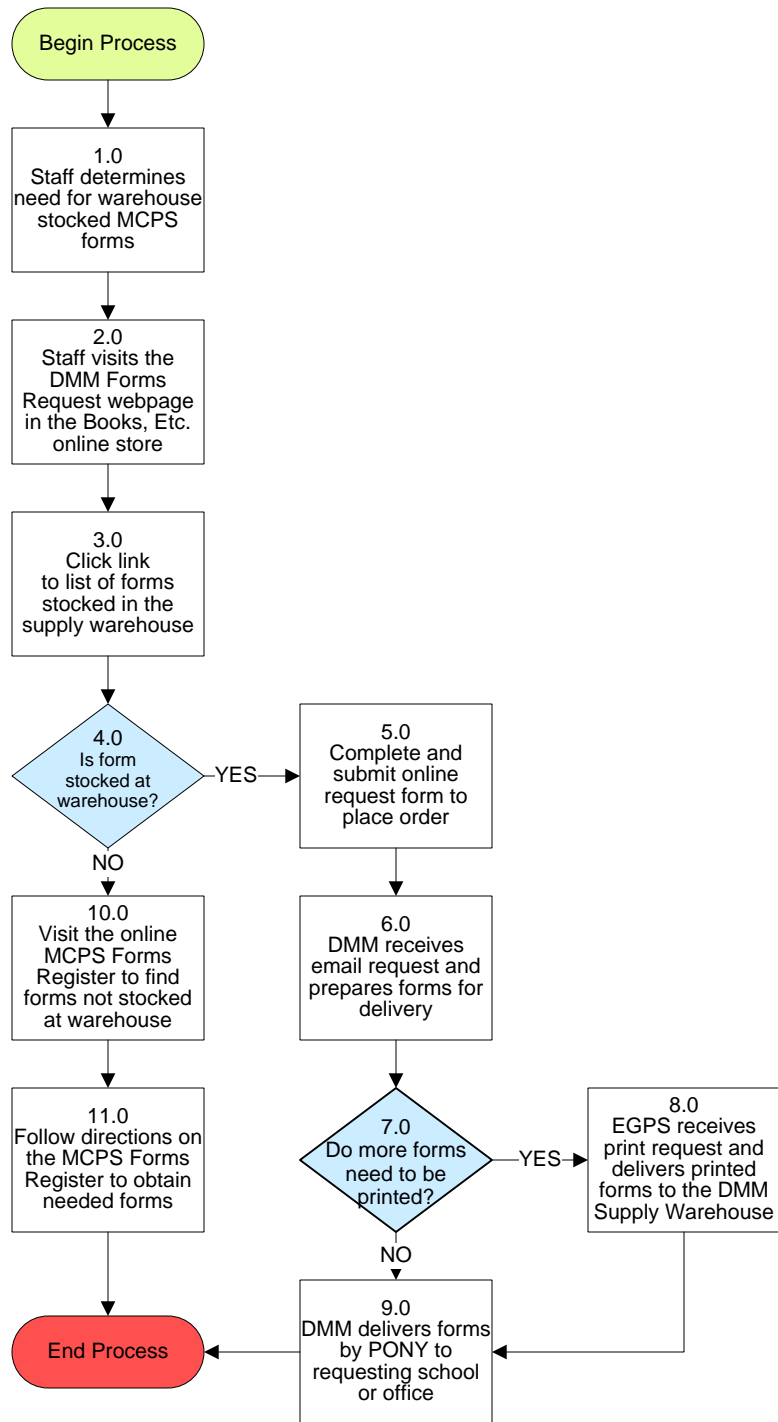


To Sub Process




Return to IGOE

# Instructional Support Services – Warehouse Form Ordering Process



 To Details 1

 Return to Key Process

## Instructional Support Services – Warehouse Form Ordering Process

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: Staff determines need for Warehouse stocked MCPS forms**

**Step 2.0: Staff visits the DMM Forms Request webpage in the Books, Etc. online store**

Visit: [http://www.montgomeryschoolsmd.org/departments/materials/books/Form\\_ordering\\_page.shtm](http://www.montgomeryschoolsmd.org/departments/materials/books/Form_ordering_page.shtm)

This form is used to: 1) link to the MCPS Forms Register to verify that the requested form is stocked by "Supply and Property Management" (aka the Supply Warehouse) and 2) to complete an online request for warehouse stocked MCPS forms. Requested forms will be printed and delivered to requestor. If request form is used, requesting staff member should print the online receipt for his records once the request is submitted.

**Step 3.0: Click link to MCPS Forms Register to verify requested form is stocked in the supply warehouse**

Visit: <http://www.montgomeryschoolsmd.org/departments/forms/pdf/FormsRegister.pdf> to verify that the requested form is stocked by "Supply and Property Management" before submitting an online request with the Department of Materials Management.

**Step 4.0: Is form stocked at the warehouse?**

If yes, proceed to Step 5.0. If no, skip to Step 8.0.

**Step 5.0: Complete and submit online request form to place order**

Visit: [http://www.montgomeryschoolsmd.org/departments/materials/books/Form\\_ordering\\_page.shtm](http://www.montgomeryschoolsmd.org/departments/materials/books/Form_ordering_page.shtm)

Complete all necessary form fields and click the Submit button to send your request by email to The Department of Materials Management (DMM). DMM will verify the availability of the form and deliver them by PONY.

**Step 6.0: DMM receives email request and prepares forms for delivery**

**Step 7.0: Do more forms need to be printed?**

If yes, proceed to Step 8.0. If no, skip to Step 9.0.

**Step 8.0: EGPS receives print request and delivers printed forms to the DMM Supply Warehouse**

**Step 9.0: DMM delivers forms by PONY to requesting school or office**

This ends the process.

**Step 10.0: Visit the online MCPS Forms Register to find forms not stocked at the warehouse**

**Step 11.0: Follow directions on the MCPS Forms Register to obtain needed forms**

This ends the process.



Return to Sub Process