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

Process complete when
MCPS warehouse forms delivered to customer

What helps us know why, when, and how we do what we do? Provides direction
MCPS Policy Unit
Editorial Graphics and Publishing Services (EGPS) print request

What do we need to do this process?
Request for MCPS warehouse forms (this includes only those forms stocked at the Supply Warehouse)

What do we produce or deliver with this process?
Completed warehouse form delivery
Happy customer

Where do we do it, and who/what helps us to do the process? People, equipment, facilities, systems
Instructional Support staff
EGPS
Ordering Form (electronic)
PONY Services

Provide... MCPS Forms
Instructional Support Services – Warehouse Form Ordering Process

**Triggering Event**
- Warehouse forms needed

**School/Office Staff**
- Visit the DMM Forms Request webpage in the Books, Etc. online store
- Link to MCPS Forms Register to verify form is stocked by “Supply & Property Management”
- Is form stocked at warehouse? (YES/NO)
- Complete and submit online request form to place order
- Visit the online MCPS Forms Register to find MCPS forms not stocked at warehouse
- Follow directions on the MCPS Forms Register to obtain needed forms

**Instructional Support Staff**
- DMM receives email request and prepares forms for delivery
- Do more forms need to be printed? (YES/NO)
- DMM delivers forms by PONY to requesting school or office
- EGPS receives print request and delivers printed forms to the DMM Supply Warehouse

**Editorial Printing and Graphic Services (EGPS)**
- Return to IGOE

To Sub Process

Return to IGOE
Begin Process

1.0 Staff determines need for warehouse stocked MCPS forms

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

3.0 Click link to list of forms stocked in the supply warehouse

4.0 Is form stocked at warehouse?

5.0 Complete and submit online request form to place order

6.0 DMM receives email request and prepares forms for delivery

7.0 Do more forms need to be printed?

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

9.0 DMM delivers forms by PONY to requesting school or office

End Process

To Details 1

Return to Key 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
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
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.