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We are committed to the success of every student!

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Date: March 7, 2017

From: Textbook Services and Purchasing

Re: EBSCO Subscription Ordering Procedures

EBSCO Subscription Order Procedure

Orders will be placed by P-Card using the following procedures.

1. Subscription renewals (catalogs are now on-line-see below) arrive at the Sivia Center in February.
2. Textbook Services distributes the renewal forms to each school Media Specialist in late February or early March.
3. The Media Specialist reviews the renewal and makes any additions or deletions, and then gives the renewal to their school Bookkeeper.
4. The Bookkeeper emails the renewal to Natasha Gilbert (ngilbert@ebSCO.com), with the following information noted on the renewal:
 - a. CREDIT CARD PAYMENT/NO PO/PCARD # WILL BE PROVIDED AFTER RECEIPT OF SUBSCRIPTION INVOICE
 - b. Bookkeeper/Secretary name and phone #
 - c. Any changes or deletions to renewal clearly marked on the form

****Note: if a, b, and c are not included on the renewal form, your subscription order will not be processed.***

5. Renewal forms must be emailed as noted above before **May 1ST** or the subscription will not be processed in time for opening of school.
6. If a renewal list is not received by July, a letter may be sent to the individual school from EBSCO reminding them of this fact. EBSCO will not follow-up with a phone call.
7. Bookkeepers will receive an invoice from EBSCO after July 1 and will then phone the EBSCO representative, Ms. Terra Raimis at 800-700-0571 to provide their p-card information for payment. They will then upload the invoice into the Suntrust system.
8. If EBSCO does not receive a call from each school shortly after July 1, they will send a copy of the invoice to Textbook Services, who will then contact the school to expedite payment.
9. The EBSCO Sales Representative is Natasha Gilbert. Her email address is ngilbert@ebSCO.com. Her phone # is 1877-701-1206.
10. To view the EBSCO catalog go to www.ebscomags.com. Do not use the prices listed in the catalog. Instead, contact the EBSCO sales representative, Natasha Gilbert, for special pricing.