

Calculating Number of Books Remaining After Each Distribution

1. Begin by locating the Liaison Copy of your Book Order Form that you send to Ann Harrison.
2. Take the Total Number of books on that sheet and **subtract the number of free books that you get from each vendor.**
3. That number (Total Number of Books minus Free Books) becomes the number you enter in Column 4 (# of Books Available) of the Site Distribution Report.
4. Calculate the # of Children Present for Book Distribution, add in the number of children who were absent and were served at a later time and this total should be entered in Column 7 (TOTAL # of Books Distributed).
5. Subtract the number of books distributed (Column 7) from the number of books available (Column 4) and enter this number in Column 8 (# of Books Remaining).
6. This number in Column 8 becomes the number of books you will have available for your next distribution (Column 4).

I hope this helps everyone out. Next year, I am going to determine the number of free books I am getting from each vendor when I do my order and I'll write those numbers on my Book Order Form so that I won't have to go back to my order sheets to find those numbers.

If you have any questions, I'll be glad to try to answer them. Remember, this is the way I have done it; it doesn't mean that it is 100% right.

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