




BULLETIN

SUBJECT: District Lost/Damaged Textbooks & Library Books 2012-13 NO. AS-29

TO: All Principals and Office Managers

DATE: June 25, 2013

PREPARED BY: Gerardo Castillo, CPA **DEPARTMENT:** Budget Services

REVIEWED BY: Ken A. Forrest, Chief Business Officer **APPROVED:** 

We have created a new resource code, 0005, for lost/damaged text books and/or library books. This new resource code will enable the district to record all transactions for these books.

It is imperative that school sites submit money received for lost/damaged textbooks and/or library books to the district's Accounting Services. Accounting Services will deposit the money to the new account. The school's location code will be used, if the books were purchased using site funds. All books purchased centrally will be deposited into location (0737) Curriculum and Professional Development. Money received for lost/damaged textbooks and/or library books will **not** be deposited to ASB accounts.

Schools may also deposit checks from parent groups to the new account. The funds in resource code 0005 will carry over to the next fiscal year and can be used to purchase books. The district's Accounting Services will process refunds for textbooks and/or library books from the new account up to twelve (12) months after payment.

School sites are encouraged to contact Library/Textbook Services at (643) 7447 regarding book purchases, discounts are provided on instructional materials processed centrally.

Thank you for your cooperation. If you have any questions, please contact me at (643) 9405 or you may contact Accounting Services at (643) 7894 regarding deposits.