



**TEXTBOOK CASH TRANSMITTAL REPORT AND BUYER QUOTATION WORKSHEET**

\_\_\_\_\_  
SCHOOL NAME

\_\_\_\_\_  
LOCATION NUMBER

\_\_\_\_\_  
PREPARER'S NAME (Please print)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL (or designee)

\_\_\_\_\_  
DATE

This form is required to request an electronic funds transmittal transfer from the Internal Fund Bank account to the District's Office of Treasury Management. The original signed form must be retained by the school along with any other supporting documentation. Please note that funds will be automatically debited from the Internal Fund account one day after the transfer entry is made and posted in the electronic School Accounting System (eSAS).

Invoice number **T:** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Please credit to the following revenue account:

DR/CR	CR. AMOUNT	OBJECT	SCHOOL LOCATION	PROGRAM	FUNCTION	DESCRIPTION
CR		449800		85600000	400000	Proceeds From Sales of Obsolete Instructional Materials
CR		449800		85600000	400000	Proceeds From Collection of Lost & Damaged Instructional Materials

**TEXTBOOK BUYER QUOTATION WORKSHEET**

COMPANY NAME	TELEPHONE NO.	CONTACT PERSON	TOTAL NO. OF ITEMS PURCHASED	TOTAL PURCHASE PRICE	NO RESPONSE/NO QUOTATION OFFERED*

\*No response or no quotation offered, count toward the contract requirement.