



MIAMI-DADE COUNTY PUBLIC SCHOOLS LOST and/or DAMAGED TEXTBOOK INVOICE

Student's Name	Grade	Date
School Name		Location Number
Lost/Damaged textbook (Title)		\$ Fine Amount
Lost/Damaged textbook number (ISBN or FSBD)		
Other - Lost/Damaged textbook (Title)		\$ Fine Amount
Other - Lost/Damaged textbook number (ISBN or FSBD)		
Teacher's Name (Please Print)	Teacher's Signature	\$ Total Amount

Note: Textbooks are the property of Miami-Dade County Public Schools and are only loaned to the student. Students are responsible for returning textbooks when requested and for payment of lost or damaged textbooks.

- Textbook paid by the student
 Textbook not paid by the student

SCHOOL OFFICE ONLY

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 **L:** _____ in the amount of \$ _____

Please credit to the following:

DR/CR	CREDIT AMOUNT	OBJECT	LOCATION	PROGRAM	FUNCTION	DESCRIPTION
CR		449800	1962900	85600000	400000	Proceeds From Collection of Lost & Damaged Instructional Materials

Preparer's Name (Please Print)	Principal's Signature or Designee	Telephone number
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