

# **TEXTBOOK FORMS:**

- TRANSFER
- LOST & PAID
- SALE TO VENDOR

AND

# **USED TEXTBOOK COMPANIES**

# TEXTBOOKS: TRANSFER FORM

**TRANSFERRED FROM:**

School Name \_\_\_\_\_ Location # \_\_\_\_\_

Org \_\_\_\_\_ Obj \_\_\_\_\_ Proj \_\_\_\_\_ (Budget Account Code)

**TRANSFERRED TO:**

School Name \_\_\_\_\_ Location # \_\_\_\_\_

Org \_\_\_\_\_ Obj \_\_\_\_\_ Proj \_\_\_\_\_ (Budget Account Code)

JCPS#	COMPLETE BOOK TITLE	QUANTITY	COST

Total Transfer Amount \$ \_\_\_\_\_

Principal's Signature \_\_\_\_\_  
(School **Receiving** Textbooks) \_\_\_\_\_  
Date

Principal's Signature \_\_\_\_\_  
(School **Sending** Textbooks) \_\_\_\_\_  
Date

The formula to follow when selling a textbook to another school is as follows:

- 100% of the WHOLESale cost during the first or second year of adoption
- 75% of the WHOLESale cost during the third or fourth year of adoption
- 25% of the WHOLESale cost during the fifth or sixth year of adoption

# TEXTBOOKS: LOST & PAID FORM

School Year \_\_\_\_\_

School Name \_\_\_\_\_ Location# \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

JCPS Commodity Code	COMPLETE BOOK TITLE	TOTAL COLLECTED

Total Amount Collected \$ \_\_\_\_\_

Check Number \_\_\_\_\_

Replacement Code: Org \_\_\_\_\_ Obj \_\_\_\_\_ Proj \_\_\_\_\_

The formula to follow when paying for lost, damaged or destroyed textbooks is as follows:

- 100% of the RETAIL price for the textbooks lost during the first or second year of adoption
- 75% of the RETAIL price for the textbooks lost during the third or fourth year of adoption
- 25% of the RETAIL price for the textbooks lost during the fifth or sixth year of adoption

**\*\* RETURN THIS COMPLETED FORM WITH CHECK TO: \*\***  
**Accounting Services, Van Hoose**

# OBSOLETE TEXTBOOK SALE TO VENDOR FORM

**SOLD FROM:**

School Name \_\_\_\_\_ Location # \_\_\_\_\_

**SOLD TO:**

School Name \_\_\_\_\_

Vendor Name / Address \_\_\_\_\_

**DEPOSIT CHECK INTO TEXTBOOK ACTIVITY ACCOUNT CODE:** \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

Principal's Signature \_\_\_\_\_

\_\_\_\_\_ Date

**\*\* RETURN THIS COMPLETED FORM WITH CHECK TO: \*\***  
**Accounting Services, Van Hoose**

## USED TEXTBOOK COMPANIES

Name	Address	Phone	Fax	Sales Rep.
<b>Adams Book Services</b>	537 Sackett St. Brooklyn, NY 11217	800-221-0909 Ext: 216	800-329-2326	Glen Schattner
<b>Alliance Group</b>	2905 Reynold Street Fort Wayne, IN 46802	260-426-2448		
<b>Budgetext</b>	1936 N. Shiloh Fayetteville, AR 72704	888-869-0366	800-642-2665	
<b>Educational Textbook Services</b>	PO Box 5 Holden, MO 64040	800-473-2442	816-850-3945	
<b>Follett Educational Services</b>	1433 Internationale Pkwy. Woodridge, IL 60517	800-621-4272 Steve ext. 7831 Kathy ext. 4713	800-638-4424	Steve Nixon (sell) or Kathy Santoria (order)
<b>Textbook Brokers</b>	P.O. Box 3218 Springfield, MO 65108 or 911 Rochester Sparta, MO 65753	888-336-7101	888-866-8445	Rhonda Patterson
<b>Textbook Warehouse</b>	1018 Windward Ridge Pkwy Alphretta, GA 30005	800-796-9152	800-796-9154	Chris Adams chris@tbwarehouse.com