

2010 - 2016

**PRACTICAL LIVING, CAREER STUDIES,
CAREER AND TECHNICAL EDUCATION
TEXTBOOKS**

TRANSFER / LOST / PAID / SALE FORMS

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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**