

# NEW HAVEN UNIFIED SCHOOL DISTRICT

## DEPOSIT SLIP

**\*\*\* FOR FEES COLLECTED FROM LOST LIBRARY MATERIAL \*\*\***

**IMPORTANT:** Send all cash/check collections to ESC on a weekly basis.

### STEPS/PROCESS FOR DEPOSIT

1. Library staff collects payment for lost material and issues a receipt to students/parents.
2. Library staff completes this form and send ORIGINAL, along with collected fees, to School Secretary (or staff who manages the school's bank revolving account).
3. Library staff marks payment in the student's, or "patron's" account:

***PATRON ACCOUNT>FINES>PAY>ENTER AMOUNT>CONFIRM***

4. Library staff will send a copy to ESC Library Technician.
5. School Secretary (or staff who manages the school's bank revolving account) will issue a check out of the site revolving account for the amount of the collected fees, payable to NHUSD, and send to Fiscal Services, along with a copy of Deposit Slip.

<b>SCHOOL:</b>		<b>DATE:</b>	
<b>STUDENT NAME:</b>		<b>STUDENT ID:</b>	
<b>TITLE</b>	<b>BARCODE</b>	<b>AMOUNT</b>	<b>INDICATE CASH OR CHECK No.</b>
<b>Library Staff Name:</b>			
<b>Library Staff Signature:</b>			
<b>LIBRARY ACCOUNT CODE: 010-9234-0-0000-0000-8699-(    )-(    )</b> SITE CODE    MGMT CODE			