

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST for REFUND

*** FROM THE LIBRARY ACCOUNT ***

PURPOSE OF THIS FORM

Use this form to process refund to students/parents for library material that is recovered after being paid for.

NOTES

- Refunds should be equal to the amount received for lost material.
- Refunds are to be processed immediately after material is recovered; however, if a check (not cash) was received for the lost materials, please make sure the check has cleared before issuing a refund.

STEPS FOR PROCESSING REFUND

1. Library staff will complete this form and send ORIGINAL to School Secretary (or staff who manages the school's bank revolving account).
2. School Secretary (or staff who manages the school's bank revolving account) will issue a check from the revolving account, payable to the student/parent, for the refund amount requested.
3. School Secretary (or staff who manages the school's bank revolving account) will include this item, along ORIGINAL form, when requesting reimbursement to the school's revolving fund account.

SCHOOL:	DATE:
STUDENT NAME:	STUDENT ID:
PARENT NAME:	
PARENT ADDRESS:	
TYPE OF MATERIAL:	TITLE OF MATERIAL:
BAR CODE:	AMOUNT:
Library Staff Name:	Library Staff Signature:
LIBRARY ACCOUNT CODE: 010-9234-0-0000-0000-8699-()-() SITE CODE MGMT CODE	