

Oklahoma City Public Schools

Lost Text & Library Books

Lost Textbooks

When a student brings money in for a lost textbook:

- Count the funds and record it on a cash count sheet (see Collecting & Receipting section on SFRP for instructions).
- Write the student a receipt from your receipt book. (see Collecting & Receipting section on SFRP for instructions).
- Enter the receipt into the cash journal in SAP and be sure to receipt the funds into cost center 60814 Lost Textbooks (see FBCJ - recording receipts on SFRP for instructions).
- When cost center 60814 exceeds \$250.00 create a purchase requisition (PRAF) to send the overage in the cost center account to Oklahoma City Public School's Treasury department (see Purchasing section on SFRP).
- \$250.00 is left in the account during the year for refund requests when textbooks are found. The student has until the end of the school year to return the lost book for a refund.
- At the end of the year create a PRAF in the amount of the remaining balance in cost center 60814 payable to Oklahoma City Public School's Treasury department.

Lost Library Books

- The funds collected in cost center 60815 Lost Library will stay in that cost center until the end of the year. At the beginning of the next fiscal year the money will be transferred into the 60805 library funds for the purchase of replacement library books.

Overdue Book

- One week after a book is due, send a notice to the student. Repeat the notice in a week if the book has not been returned.
- After two months, declare the book lost and send a notice to the student for replacement cost.

If the book is found and returned after it has been paid for, the student can be reimbursed until the last day of that school year.