

Finance Department
ASB Training
October 2016

Library Fines and Lost or Damaged Instructional Materials

	Library Fines	Lost or Damaged Instructional Materials (Site Purchased)	Lost or Damaged Instructional Materials (Centrally Purchased)	Lost or Damaged ITSS Instructional Materials (Centrally Purchased)
Description	All overdue regular two-week books and overnight materials	Lost instructional materials include books (text and reference), flash drives, audiovisual materials (videotapes, videodiscs, CDs and DVDs), computer equipment/software, digital instructional materials, periodicals (newspapers and magazines), and other printed materials (charts and posters).	Adopted instructional materials	Computer equipment
Fees	\$.05 per day	Cost of replacement or repair	Cost of replacement or repair	Cost of replacement or repair
Accounting	Deposits money into Library Fine account once per week or when cash drawer exceeds \$10	Deposits funds into Lost Instructional Materials (Site Purchased) account.	Deposits funds into Lost Instructional Materials (Centrally Purchased) account.	Deposits funds into Lost Instructional Materials (Centrally Purchased) account.
Remits to	District Cashier	District Cashier or to site which funds are owed.	District Cashier or to site which funds are owed.	District Cashier or to site which funds are owed.
Budget String	Site based account, Resource 96000	Site based account, Resource 96000. Leave a small balance for refunds.	Department 5458, Resource XXXXX (check with your analyst). Leave a small balance for refunds.	Department 5458, Resource XXXXX (check with your analyst). Leave a small balance for refunds.