

LOST / DAMAGED BOOK FEE COLLECTION

ITEMS REQUIRED:

- DEPOSIT COVER PAGE
- COPY OF CHECK / MONEY ORDER


PROCEDURE:

- COLLECT FUNDS FROM STUDENT / PARENT
- FILL OUT DEPOSIT COVER PAGE

 **NOTE** – MAKE SURE TO NOTE ON COVER PAGE IF PAYING PARENT'S LAST NAME IS DIFFERENT FROM STUDENT

- SEND DEPOSIT COVER PAGE / ENVELOPE TO BUSINESS OFFICE

 **NOTE** – ALL CHECKS / MONEY ORDERS MUST BE MADE PAYABLE TO: **LONGWOOD CSD**

 **NOTE** – ALL CASH DEPOSITS MUST BE SENT IN A SEALED ENVELOPE WITH TAPE AND INITIALED OVER THE SEAL

PARENT REFUNDS:

- WHEN A PARENT REFUND IS NECESSARY THE FOLLOWING STEPS MUST BE TAKEN:
 - FORM W-9 SENT TO PARENT FOR COMPLETION (NO REFUND WILL BE GIVEN WITHOUT IT)
 - MEMO REQUESTING REFUND STATING (SEE ATTACHED):
 - NAME OF STUDENT
 - NAME OF PARENT RECEIVING REFUND (MUST MATCH ORIGINAL PARENT THAT PAID)
 - TOTAL TO BE REFUNDED
 - DESCRIPTION OF WHAT THE PAYMENT WAS ORIGINALLY FOR (IE: LOST / DAMAGED BOOK)
 - NO REFUND WILL BE GIVEN UNTIL THE W-9 IS RECEIVED BY PURCHASING AND INPUT INTO FINANCE MANAGER AS A VENDOR

RETURNED CHECK:

- IF A CHECK IS RETURNED BY THE BANK A MEMO FROM THE BUSINESS OFFICE WILL BE SENT TO YOU VIA INTER OFFICE MAIL AND WILL HAVE A PHOTOCOPY OF THE NOTICE FROM THE BANK
 - CONTACT PARENT FOR REPLACEMENT PAYMENT IN CASH OR MONEY ORDER
 - SEND REPLACEMENT PAYMENT AND COVER PAGE BACK TO BUSINESS OFFICE **SEPARATE** FROM ANY OTHER DEPOSIT YOU MAY BE SENDING – REPLACEMENT PAYMENT WILL THEN BE PROCESSED

EXAMPLE

MEMORANDUM

TO:

FROM:

SUBJECT:

DATE:

PLEASE FIND ENCLOSED THE FOLLOWING REPLACEMENT PAYMENT FOR PRIOR RETURNED CHECKS, ALONG WITH COPIES OF CHECKS / MONEY ORDERS

STUDENT NAME	NEW CHECK NO.	CHECK NO. REPLACED	AMOUNT
KYLE SMITH	178	172	5.99
JUDY JONES	504	479	11.50

\$17.49

WAS SENT TO THE BUSINESS OFFICE FOR DEPOSIT

THANK YOU.

EXAMPLE

MEMORANDUM

TO:

FROM:

SUBJECT:

DATE:

PLEASE BE ADVISED THAT A PARENT IS REQUESTING A REFUND FOR A PRIOR PAYMENT OF LOST / DAMAGED LIBRARY BOOK FEES

STUDENT NAME	PARENT NAME	DEPOSIT SENT	AMOUNT
SALLY WHALEY	MARY ALT	07/01/13	14.00
KATIE BORRIS	STEVE BORRIS	07/01/13	19.00

PLEASE FIND ENCLOSED A COMPLETED FORM W-9 FROM THE PARENT TO FACILITATE THE REFUND PROCESS.

THANK YOU.