



LIBRARY BOOK FINE

Deposit Slip

Great Falls Public Schools

School _____ Phone Number _____

Received by _____

Code _____ Date _____

Student Name _____ Amount _____

Book Title _____

Cash/Check Amount _____ Check Number _____ Name on Check _____

DW-213 5/2023

White – Business Office

Yellow – Parent

Pink – School



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LIBRARY FINE & REFUNDS

Library fines (money) that has been received.

Please always attach funds to a Library book fine deposit slip.

Be sure moneys are receipted in and details are recorded on the Deposit form (include date, book title, student name, amount, and check number & receipt number should be listed).

School library code should be listed.

Submitted by: Librarian should also print and sign their name & phone extension (so we know who to call if we have questions).

Distribute: Yellow copy of receipt to parents and pink for School file – Original goes to the Business Office with money.

DO NOT SEND CASH THRU INNER SCHOOL MAIL! (If it is cash, it should be hand delivered to Business Office).

Money/checks should be sent to the Business office for deposit within one week.

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