

Collections Damaged, Lost, or Destroyed Textbooks

1. Each campus textbook coordinator will keep a record of textbooks checked out to teachers or students
2. If campus coordinator finds a book to be damaged, destroyed, or lost they will collect the appropriate amount of money from the student responsible. Amount to be collected is determined by Fine Schedule
3. A “payment report” is completed by campus coordinator and attached to money collected and **personally** delivered to the office of the District Textbook Coordinator
4. Money is counted together by campus coordinator and district coordinator staff
5. District Textbook Coordinator’s office completes an HISD bank deposit worksheet for the money received from the campus coordinator so the business office knows where the money is to be deposited.
6. A receipt is written by the business office.
7. The business office gives the district textbook coordinator’s office the copy of the bank stamped deposit slip
8. Copies of the “Payment report”, the deposit worksheet, and the bank stamped deposit slip are filed in the TEA Collections Binder, under the name of the campus submitting payment. The TEA Collections Binder is kept in the District Textbook Coordinator’s office.