



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
LOST/DAMAGED TEXTBOOK INVOICE**

Student's Name	Grade	Date
School Name		Location Number
Lost/Damaged textbook (Title)		\$ Fine Amount
Lost/Damaged textbook number (ISBN or FSBD)		
Other - Lost/Damaged textbook (Title)		\$ Fine Amount
Other - Lost/Damaged textbook number (ISBN or FSBD)		
Teacher's Name (Please Print)	Teacher's Signature	\$ Total Amount

**Note: Textbooks are the property of Miami-Dade County Public Schools and are only loaned to the student. Students are responsible for returning textbooks when requested and for payment of lost or damaged textbooks.**

- Textbook paid by the student
  Textbook not paid by the student

**SCHOOL OFFICE ONLY**

CHECK PAYABLE TO: **School Board of Miami-Dade County, Florida**

SENT TO: **OFFICE OF TREASURY MANAGEMENT  
LOCATION # 9999, SBAB – Room 615**

ATTN: **Treasurer**

Attached is check number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Please credit to the following:

DR/CR	CREDIT AMOUNT	OBJECT	LOCATION	PROGRAM	FUNCTION	DESCRIPTION
CR		449800	1962900	85600000	400000	Collection for Lost & Damaged Instructional Materials

Preparer's Name (Please Print)	Principal's Signature or Designee	Telephone number
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Schools are to send original of this form to *Office of Treasury Management*, and forward a copy to *Instructional Materials, Mail Code # 9629, Room 337*. School sites should keep a copy of this form for their records.