



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Remittance of Library Fines and Reimbursement
For Lost/Damaged Library Books

NUMBER: BUL-2509.2

ISSUER: Megan K. Reilly
Chief Financial Officer

DATE: January 1, 2008

Routing
Local District
Superintendents
Local District
School Support
Directors
Principals
Library Personnel

PURPOSE: The purpose of this bulletin is to clarify the usage of program code 3950 (Functional Area 1110-2420-13950) into which library fines and reimbursement for lost/damaged library books are deposited. This bulletin supersedes BUL-2509.1 dated July 5, 2006.

GUIDELINES: Library fines and reimbursements for lost/damaged library books collected by school library personnel are placed in the school’s program 3950 (Functional Area 1110-2420-13950) to be available for purchasing replacement lost/damaged library books and for other library-related uses. These funds do not take the place of any other funds that can/should be allocated to the library.

Schools collecting library fines and reimbursements for lost/damaged library books should fill out a Request to Deposit Checks (see attached), indicating the amount collected in the appropriate box for library fines and lost/damaged library books. The Request to Deposit Checks, and the funds, should be sent to:

Cash Receipts Unit
333 S. Beaudry, 26th Floor

The full amount of the funds collected will be available in the school’s location code within 15 days from the date the deposit is received in the Cash Receipts Unit, under this funding line:

BTS: Fund 010-0000, Functional Area 1110-2420-13950, GL Acct 430010
IFS: Fund 001, Program 3950, Object 4310.

Other object codes/GL acct codes may be used for library-related expenditures.

ATTACHMENT: Request to Deposit Checks

ASSISTANCE: Please contact the Cash Receipts Unit at (213)241-7942 if you have questions regarding your deposit.