



**Weston Public Schools**  
**Revenue – Textbooks Account**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Depositing Textbook Funds	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Ensure the security of assets, e.g., cash.			
The purpose of the Revenue – Textbook Revolving is to provide instructions on how to deposit revenue earned through textbook replacement fees due to lost or damaged textbooks.			
<b>Completed By:</b>	High School Bookkeeper Middle School Bookkeeper	<b>Reviewed By:</b>	Business Office Bookkeeper
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Treasurer’s Office
<b>Form Title:</b>	Form 9&10 Textbook Revolving	<b>Estimated Time Frame:</b>	1 week
<b>Process for Completion:</b>			
<p>Form 9&amp;10 Textbook Revolving deposit must:</p> <ul style="list-style-type: none"> <li>• Be used to deposit textbook income into the Textbook Revolving account.</li> <li>• All checks made payable to the Town of Weston.</li> <li>• If more than one check is being deposited, an adding machine tape with the total of the deposit must accompany the deposit.</li> </ul> <p>To complete a Form 9&amp;10 Textbook deposit form:</p> <ul style="list-style-type: none"> <li>• Enter the Textbook Revolving account number (SDLDBF 24-4502).</li> <li>• Date of the deposit.</li> <li>• For each check made payable to the Town of Weston, list the name of the individual or organization the check is from, the check number, the date of the check, and the amount of the check.</li> </ul> <p><b>Important - All checks must be endorsed (stamped) with the “For Deposit Only Town of Weston” upon receipt into the Business Office. In addition, all checks held overnight must be held in the High School or Middle School safe.</b></p>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		