

TEXTBOOK DAMAGE AND REPLACEMENT

Teacher _____ Date _____ Homeroom/Grade _____
Student _____ Book Title _____

Teacher Assessment of Damage

Place a check in the column to denote assessed damage. Send form and payment to the Financial Secretary or Bookkeeper.

Full Replacement Cost

- Liquid damage
- Unattached cover
- Missing pages or unreadable text
- Answers written in book
- Damage which renders textbook unusable for lifetime of adoption
- Lost textbook

Incremental Damage (charge as shown below)

- \$2.00 per page - Damage to individual textbook pages
- Damaged page numbers: _____
- \$5.00 - Damage to spine
- \$5.00 - Damage to textbook cover

Total Due _____

Amount Paid _____

Balance Due _____

Method of payment: Cash Check

Payment received by: _____ Date _____