

## Instructions for issuing the check for textbooks and fee waivers.

When issuing a check to the District for textbooks and fee waivers, two general ledger accounts should be used to record the transaction: 21.xxx.9080.1090.590 and 21.xxx.9901.1090.590

Account number 21.xxx.9080.1090.590 will be a POSITIVE dollar amount shown on line B of the Payment Worksheet.

Account number 21.xxx.9901.1090.590 will be a NEGATIVE dollar amount shown on line D of the Payment Worksheet.

The total dollar amount of the check written to the District should match the amount on line E of the Payment Worksheet.

Please see the following example:

Line E

Line B

Line D

After the check has been cut, run a ledger report to determine the balance in programs 9080 and 9901. Any remaining balance in these accounts should be closed out to the general program (2000) prior to the end of the year.