

from pupils and the amount of such funds remitted to the proper authority.

SECTION 2. *Invoicing of Textbooks.*—Rental Units securing books directly from the School Book Commission shall order books as provided in Article V, Section 2. Each shipment of books shall be accompanied by an invoice executed in triplicate. The original copy shall be sent to the School Book Commission, the second copy retained by the Central Depository and the third copy sent to the Depository requisitioning books. Upon receipt of the shipment, the Depository agent shall check the number of books received against the invoice covering the shipment. If errors are found between the number of books received and the number of books invoiced, an immediate report of discrepancies should be made to the Commission. The third copy shall be kept by the Depository for its files.

SECTION 3. *Transfer of Books.*—Each transfer of books from one rental unit to another shall be accompanied by an invoice which shall show the name of the school or Depository transferring the books, the name of the school or Depository receiving them and the number of each title transferred. Such invoice shall be executed in duplicate and signed by both the delivering and receiving agents. The original shall be retained by the party delivering books and the duplicate by the party receiving the books.

SECTION 4. *Distribution Within the School.*—In each school, books may be distributed directly to the pupils from a central book room, or delivered from the book room to each teacher for re-issue to the pupils in her room. *All used books* of each title shall be issued before any new books of the same title are issued. The Commission shall provide forms for recording books issued by the agent to each teacher, if such a system is used.

SECTION 5. *Issued to Pupils.*—A record shall be kept for all of the books issued to each pupil during the year and shall be kept on forms provided for this purpose by the Commission. Such forms shall include all information considered necessary.

SECTION 6. *Books Returned by Pupils.*—Books shall be turned in by the pupils at the close of school each year, or when the pupil withdraws from school. Books completed before the end of the year shall be turned in when completed. Books turned in before the end of the school year shall be kept separated from books not used during the current school year.