

SECTION 7. *Funds.*—Rental and other collections of funds from pupils shall be remitted to the agency from which books are secured at the end of the second month, fifth month and at the end of school. Proper receipt shall be issued by the receiving agent to the agent remitting. Depositories shall keep such records as will show the amount of collections from each of the districts operating under them. Textbook custodians are warned not to keep funds collected from rentals in insecure places. The School Book Commission is not responsible for lost or stolen money.

SECTION 8. *Reports.*—Boards or their agents shall promptly furnish the Director of the School Book Commission such reports as he may, from time to time, consider necessary.

SECTION 9. *Transfer Pupils.*—A pupil transferring from one school to another in the State Rental System shall return his books to the agent of the school he is leaving. The agent shall properly receipt the pupil for the return of his books and, in addition, give him a "Pupil's Transfer Slip" indicating thereon the amount of rental paid by that pupil in his school. (No paper bound material shall be included in this amount.) This transfer slip, when presented at the second school, shall entitle the pupil, without charge, to books with a rental value of the amount shown on the slip. (Transfer credits cannot be used in payment for paper bound material.) If the rental on books issued at the second school exceeds the credit value of the slip, the pupil shall pay the difference. No refund shall be made, however, if the entire credit value of the slip is not used at the second school. Transfer Slips from any public school system in the state are acceptable. The agent of the second school shall submit the transfer slip to the same authority to whom his rental collections are remitted for the credit of his account.

SECTION 10. *Rental Refunds.*—A pupil moving out of the state, or to another school, within the state not connected with the State Rental System, shall be entitled to a refund of one-half of the rentals paid during the year, provided he leaves school before the second semester begins, or before February 1st, if the school does not operate on the semester plan. Such refunds shall be made by the Director of the School Book Commission and not by the local school or Depository agent. The agent of the school shall certify to the Director the amount of rental paid by the pupil and the date of his withdrawal from school.