

AES MIDDLE SCHOOL

MISSING DAMAGED TEXTBOOK / INSTRUMENT / EQUIPMENT PAYMENT FORM

Name of Student: _____

Date: _____

Name of Teacher: _____

Subject: _____

ITEM DESCRIPTION	MISSING OR DAMAGED	NO OF PIECES	VALUE
TOTAL VALUE			

Paid on date: _____ Receipt No: _____

Special Notes to Students:

1. If you find the book / equipment, please return to Deepa in MS Office.
 2. If you do not find the book / equipment, take this receipt to the business office and make the payment to Ms. Rajni.
 3. After making the payment, please submit the payment receipt to Deepa in MS Office.
 4. If you **do not** complete this process, the **Report Card will be withheld.**
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