



West Contra Costa Unified School District

AUTHORIZATION FOR STUDENT REFUND		SCHOOL:	
LIBRARY SERVICES		DATE:	
PLEASE ISSUE THE FOLLOWING CHECK IN FULL PAYMENT OF THE ATTACHED ITEMIZED INVOICES.			
CHECK PAYABLE TO:			
WRITE OUT THE NUMBER OF DOLLARS AND CENTS		AMOUNT IN FIGURES	
DOLLARS			
AND		CENTS	\$
CHARGE TO THE ACCOUNT OF		ACCOUNT/ ALLOCATION NUMBER	
01-9116-4200-__-__-1110-1000-__-__-__-__-0-0000			
COMMENTS:			
APPROVED FOR PAYMENT			
Site Administration Signature		Date:	
Central Library Services Signature		Date:	
Check Number	Amount \$	Paid By	Date:

Submit this form along with a copy of the Destiny refund due screen to textbooks@wccusd.net for refund to be processed. Refunds will be processed within one week of receiving a completed Authorization for Textbook Refund form. Any inquires can be sent to textbooks@wccusd.net