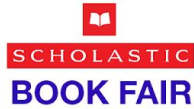


Scholastic Book Fair Instructions



Before the fair, the school needs to open a Purchase Order for the fair, with Principal Fund coding.

After the fair, the librarian completes a Book Fair Invoice, showing the total amount of the fair, less any check or credit card payments, with the total amount due to Scholastic. This form is what used for payment of the fair. Send the form to Cindy O'Connell, (coconnell9175@columbus.k12.oh.us) Treasurer's Office (CEC) timely.

Please note we are tax exempt, and there should not be any sales tax collected.

SCHOLASTIC BOOK FAIRS						
BOOK FAIR INVOICE - B3839886FR						
Invoice	Fair ID	StartDate	Account	Region	Branch	Date
B3839886FR	3839886	5/21/2018	6023	15	150	8/01/2018
Sales Rep Name JENNIFER MERTEN			Prepared By AFRUITT2			
Billing Address			Account Address			
RAE ROONEY WATKINS ELEMENTARY SCHOOL 1520 WATKINS ROAD COLUMBUS OH 43207			RAE ROONEY WATKINS ELEMENTARY SCHOOL 1520 WATKINS ROAD COLUMBUS OH 43207			
STATEMENT OF YOUR BOOK FAIR SALES						
Tax-Exempt Transactions						1198.57
Taxable Transactions (excluding Sales Tax)						
Tax Rate						7.5 %
Sales Tax Amount (Taxable Sales x Tax Rate)						.00
Total Amount Collected						1198.57
YOUR FAIR SALES ENTITLED TO						
Scholastic Dollars						.00
Cash Profit						.00
AMOUNT DUE TO SCHOLASTIC						
Total Fair Sales (excluding Sales Tax)						1198.57
Subtract Cash profit taken						
Subtract Credit Cards =	202.62	+	And PO's =			202.62
Add Sales Tax						.00
Total Payment Amount Due for this Fair						995.95
Less Payments Received						
PLEASE REMIT PAYMENT TO SCHOLASTIC BOOK FAIRS - DUE BY 05/28/2018						995.95
Comments totals reported by Mary Posten			Mail Invoice with Payment to: Scholastic Book Fairs PO Box 3745 Jefferson City MO 65102			

PO# 18004507

2018 AUG - 9 PM 3:56

TREASURER'S OFFICE

Please Reference Invoice ID# on check payment
If you have any questions please call 888-412-9124

INVCHECK

