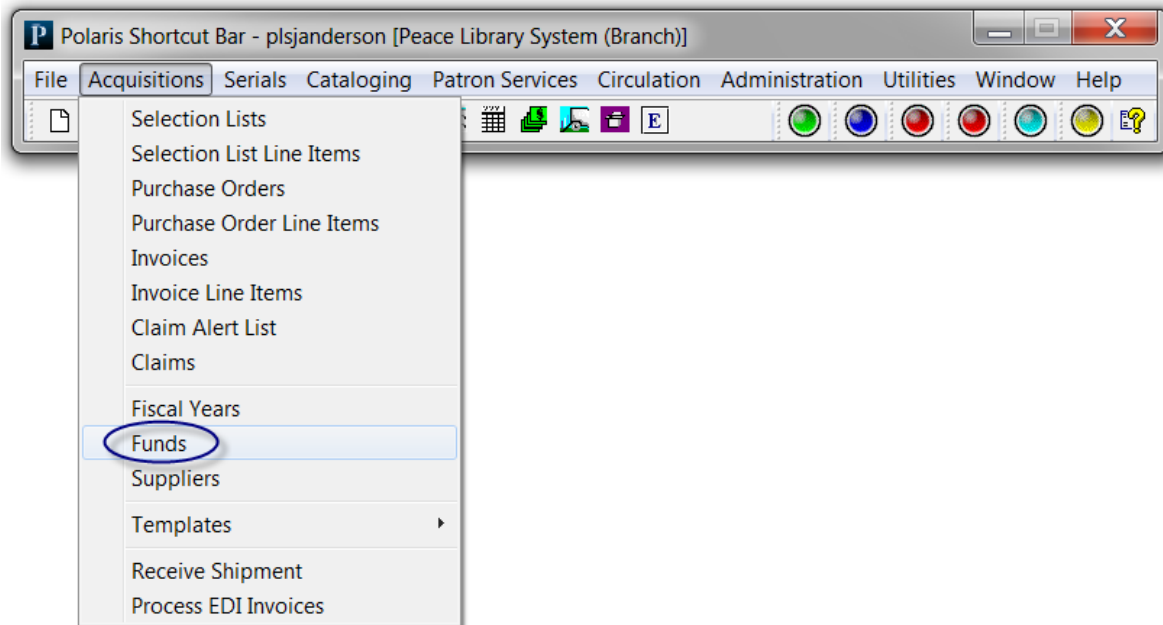
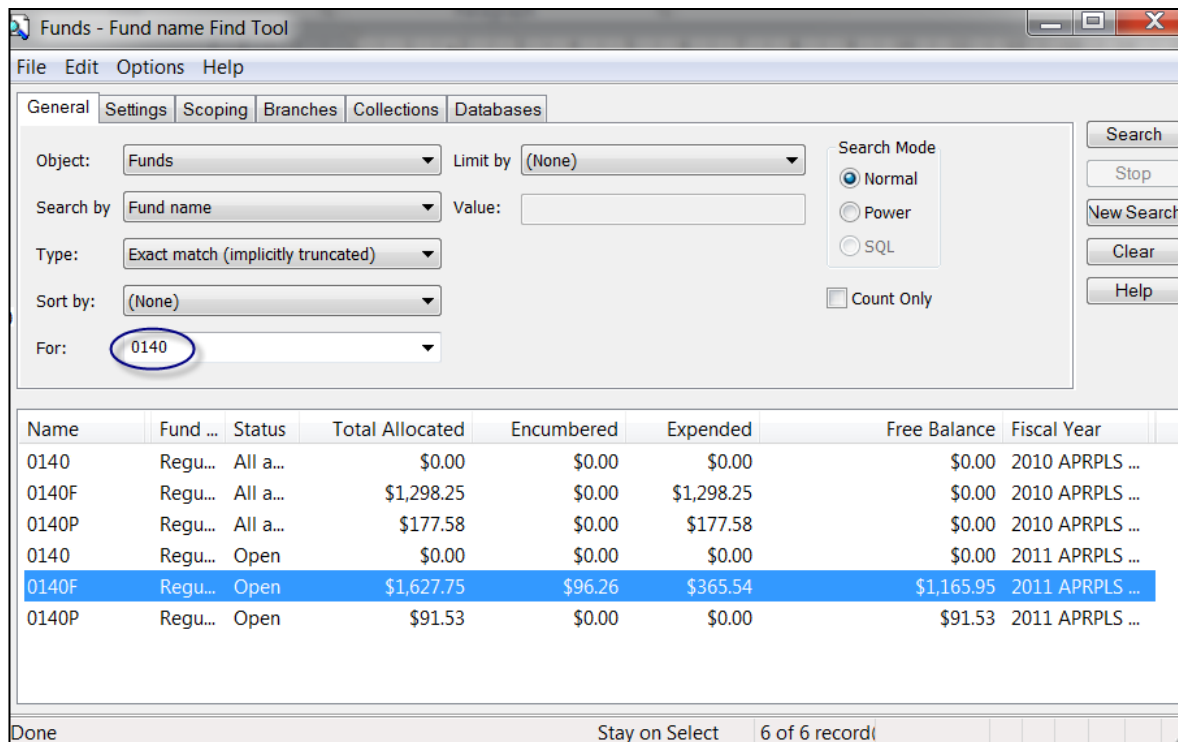


1. On the Polaris shortcut bar, select **Acquisitions** and then **Funds** from the menu.



2. Enter your **4 digit library code** in the search tool and hit **Search**. This will bring up a listing of your funds. Only the funds that specify they are “open” are active.





## How to Check Your Funds in Polaris

**Encumbered** means that the money is set aside to pay for what you currently have on order. **Expended** is money that has been spent. Your **free balance** is what you still have available to spend.

Your library has two allotment accounts. The one without a letter (just your 4 digit library code) is an umbrella account that allows PLS to create your full and partial GST allotment accounts. The balance in the umbrella account will *always* be 0. Of your two allotments accounts, **F** stands for *full GST rebate* and the money in that account can be used to purchase **books only**. The **P** stands for *partial GST rebate* and can be used to purchase **audio-visual materials** (DVDs, CDs, etc.) and any materials required to make items **shelf ready** (such as barcodes, spine labels and label covers).

The money in these accounts **does not** disappear if you are unable to spend it. It will be rolled over into the next fiscal year.

Most libraries receive two contributions to their allotments each year – one in January/February and one in July/August.