PAYMENT RECEIVED FOR LOST OR DAMAGED ITEMS OWNED BY ANOTHER LIBRARY

This form and check or money order should be put in a sealed envelope and sent to the owning library via courier or mail.
- Payment should be in the form of a check or money order made out to the owning library.
- It is not advised to send cash via delivery.
- Issuance of a receipt is optional, in accordance with your library's policy (and printer availability).
- Do not accept money for anything that you question the price of; refer any discrepancies or disagreements to the owning library.
- Payments collected from a patron should be applied immediately to the corresponding charge(s) on the circulation system.

DATE

Payment received at __________________________ to be sent to __________________________
(library) (library)
Patron Name __________________________________________
Patron I.D. __________________________________________

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Total dollar amount enclosed $__________

Notes: __________________________________________

Your name and e-mail address: __________________________

[Blank space below for libraries that want to copy check with form]  rev.11/05