

**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. _____

Item(s) [or, if you prefer, make a printout]

Title _____	Barcode _____
Title _____	Barcode _____
Title _____	Barcode _____
Title _____	Barcode _____

Total dollar amount enclosed \$ _____

Notes: _____

Your name and e-mail address: _____

[Blank space below for libraries that want to copy check with form]

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