PINES MATERIAL REIMBURSEMENT FORM

When a payment is accepted by one library for another library’s lost, long overdue, or damaged item, reimbursement must be sent to the owning library along with this form.

# Library That Accepted Payment

**Bill Was Paid At:**

|  |  |  |  |
| --- | --- | --- | --- |
| Library Name: |  | Library Code: |  |

**Item’s Owning Library:**

|  |  |  |  |
| --- | --- | --- | --- |
| Library Name: |  | Library Code: |  |
| Library Address: |  |  |  |

**Reimbursement For:**

|  |  |  |  |
| --- | --- | --- | --- |
| Patron Barcode: |  | Bill Id: |  |
| Patron Name: |  | Amount Paid: |  |
| Item Barcode: |  | Type(s) of Bill:   * Lost Item * Lost Processing Fee * Long Overdue Item * Long Overdue Processing Fee * Damaged Item | |
| Item Title: |  |

**Billing Note:**

A note has been added to this bill on the patron’s account:

* Billing Type: Remittance Note (No Amount)
* Amount: 0.00
* Note: Reimbursement sent from [My Library Code] to [Owning Library Code] for [Amount] by [Staff Name] on [Date]

**Reimbursement Sent By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Person: |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Owning Library Reimbursement has been received and a note has been added to this bill on the patron’s account:   * Billing Type: Remittance Note (No Amount) * Amount: 0.00 * Note: Reimbursement received from [Sending Library Code] by [Staff Name] on [Date]   **Reimbursement Received By:**   |  |  |  |  | | --- | --- | --- | --- | | Staff Person: |  | Date: |  | |