**PINES MATERIAL REIMBURSEMENT INVOICE**

When a payment is made on a lost, long overdue, or damaged item bill to a library that is not the owning library, the owning library may request reimbursal from the library that accepted the payment. The invoice must be sent within 90 days of the payment being made. Please include a copy of the invoice when the payment is remitted.

# Remit Payment To:

|  |  |
| --- | --- |
| Invoice Date: |  |
| Invoice Amount: |  |
| Send Payment To: |  |
| For questions, contact: |  |

**Detailed Bill and Payment Information:**

|  |  |
| --- | --- |
| Bill Number: |  |
| Type of Bill:  | * Lost Item
* Lost Processing Fee
* Long Overdue Item
* Long Overdue Processing Fee
* Damaged Item
 |
| Library That Received Payment: |  |
| Payment Date: |  |
| Patron Barcode: |  |
| Patron Name: |  |
| Item Barcode: |  |
| Item Title: |  |
| Additional Notes: |  |