



## Lost Material Reimbursement Form

(Use For BCLS Material Only)

This form is to be used when a patron has paid more than \$20 for lost Bay County Library System material (less fines and fees) and has found that material and returned it in good usable condition within 3 months after paying. The patron is to fill out their personal information for purposes of mailing them a refund check.

Branch: \_\_\_\_\_

Date: \_\_\_\_\_

Refund check will be issued within 45 days to the person listed below:

Patron Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Patron Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Patron Signature: \_\_\_\_\_

Amount to be refunded: \$ \_\_\_\_\_

---

Library employee is to sign below verifying that the item(s) returned is in good usable condition.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Library employee: Attach a printout of patron record that shows patron paid for lost material. Submit this form along with all attachments to Accounts Payable.

**(Note: This form can only be used for Bay County Library System owned material)**