

Patron from Another Library Damaged Our Item

Send this form to the business office when you charge a Missouri Evergreen patron for damage to one of our items.

Item Barcode_____

Title_____

Format_____

Patron Barcode_____

Patron's Home Library_____

Description of Damage_____

Billed Amount_____

Billing Branch_____

Billing Staff Name_____

Date_____

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