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.

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	Item Barcode
Title	Title
Format	Format
Patron Barcode	Patron Barcode
Patron's Home Library	Patron's Home Library
Description of Damage	Description of Damage
Billed Amount	Billed Amount
Billing Branch	Billing Branch
Billing Staff Name	Billing Staff Name
Date	Date