

Patron Refund Request Form

To be completed by Patron or Responsible Adult:

Patron Library Card Number: 2000000 Today's Date: _____

Patron Name: _____

Patron Mailing Address: _____

Responsible Adult Name *(if different than above)*: _____

Responsible Adult Library Card # *(if different than above)*: 2000000

Responsible Adult Mailing Address *(if different than above)*: _____

DL# of Patron or Resp. Party: _____ Phone #: _____

Reason for refund request: _____

Refund Request submitted by ***Patron or Responsible Adult***

Name *(print)*: _____

Signature: _____

To be completed by YVL Staff:

I have reviewed the patron's request above and verified:

- 1. Patron address, phone #, and DL# are current in Polaris.
- 2. If patron is a minor, information above is included for patron and Responsible Adult.
- 3. The fines and fees were paid by the patron or Responsible Party less than one year ago.

Refund Request: _____ Acct balance: _____ Date Fines Pd: _____ Refund Amt _____

(Refunds permitted up to one year from date of payment.)

I have attached **ALL** the following information as documentation for this request:

- Patron transaction history showing material was paid for, including date of payment.
- Screenshot of Item Record showing the material returned.
- Screenshot of Patron Registration
- Other: _____

Refund Reviewed and Requested by:

Staff Name *(print)*: _____

Staff Signature: _____

Staff Person to forward Completed form to: YVL Finance & Operations Department

For Accounting Use only.

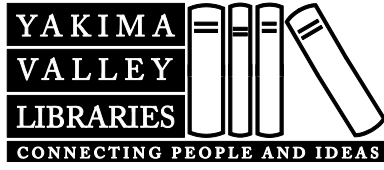
Code refund to Lost Patron/ILL Books – Contra Acct 01-00-359-70-03-01.

Refund Request and supporting documents reviewed by:

Signature: _____ Date: _____
Lucia Nesta, Accounting Assistant

Refund Request Approved by:

Signature: _____ Date: _____
Nancy Heilman-Schott, Finance & Operations Director



Patron Refund Request

Form / Formulario de Solicitud de

Reembolso

To be completed by Patron or Responsible Adult: / Para ser completado por el usuario o el adulto responsable:

Patron Library Card / Número de la tarjeta de biblioteca del usuario: 2000000 Today's Date: / Fecha:

Patron Name / Nombre del usuario: _____

Patron Mailing Address / Dirección postal: _____

Responsible Adult Name / Nombre del adulto responsable (Si es diferente del de arriba): _____

Responsible Adult Library Card # / #de tarjeta del adulto responsable (Si es diferente del de arriba): 2000000

Responsible Adult Mailing Address: / Dirección postal del adulto responsable (Si es diferente de la de arriba) _____

DL# of Patron/ Resp. Party: / #de LM del usuario o adulto resp. _____ Phone / # de Teléfono: _____

Reason for refund request: / Motivo de la solicitud de reembolso: _____

Refund Request submitted by **Patron or Responsible Adult**. / Solicitud de reembolso presentada por el *usuario o el adulto responsable*:

Name (print) / Nombre (escriba su nombre en letras de molde): _____

Signature: / Firma: _____

To be completed by YVL Staff: / Para ser completado por el Personal de YVL:

I have reviewed the patron's request above and verified:

1. Patron address, phone #, and DL# are current in Polaris.
2. If patron is a minor, information above is included for patron and Responsible Adult.
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- Other: _____

Refund Request Reviewed and Requested by:

Staff Name (*print*): _____

Staff Signature: _____

Staff Person to forward Completed form to: YVL Finance & Operations Department