

LARS

Receipt for payment for material owned by another library. February 2023

Envelope for direct payment must include the following:

1. One completed form item.
2. A screen print of the patron's PAID Sirsi/Workflows account.
3. Cash or check for the exact amount.

Select the appropriate prefix of the owning library's item I.D. and then complete by writing the remaining numbers of the lost/damaged item.

New Holstein	34239 _____
Lester (Two Rivers)	33388 _____
Kiel	34270 _____
Brillion	34370 _____ 90000 _____
Manitowoc	33128 _____
Chilton	34372 _____

Title of Item	
Item Format	
Cost	
Processing Fee	
Coll. Agency Fee	
Check One	_____ CASH _____ CHECK #

Collecting Library _____

Staff Initials _____ Date _____