

Office Use Only _____

IMPRINTS REIMBURSEMENT FORM

This is only to be used by authorized Library staff persons for credit to patrons who have lost money for print outs from the network printing system for "ghost" jobs created in which their copy cards were charged beyond what we were able to print out at our service desk. For example a patron tries printing a 5 page PDF file and the job that comes from the print release station is a 20 page PDF file. Print out the correct file for them at the service desk and then fill out the form below with a credit for 15 pages (20-5 = 15). Credit will be given to the patron's copy card, not a cash refund.

Library Staff Signature _____ Library Staff Print Name _____

Patron's Name (Please print) _____

Date _____

Time _____

Machine # _____

Printer # _____

of Copies to Credit Patron _____

Explanation of problem: _____

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