

Prairie View A&M University – John B. Coleman Library

Patron Account Transfer Request – Billing Notification Form

Library Account #: 222510-0710

Bills for overdue fines and lost item fees are forwarded to Fiscal Affairs for students who are currently enrolled, faculty, and staff.

Name (Last, First, M.I.)	Patron ID#:	Today's Date:
Transfer \$_____ in overdue fines and lost item fees to this patron's fiscal account.		

Note: Overdue fines and lost item fees not paid after thirty days are automatically transferred to a patron's account. Once transferred, fines are non-negotiable.

For Library Clearance after bill is paid at Fiscal Affairs, please present your Receipt to the Circulation Desk in the Library.

CREDIT ADVICE FORM FOR RETURNED ITEMS

I certify that _____ returned *item(s) to the library on _____	
Print Name: (Last, First, M.I.)	Date: (Month, Day, Year)
Signature (Patron): _____	Patron ID#: _____
Credit Advice Amount: \$ _____	
Remaining Balance: \$ _____	
Signature (Library Supervisor) _____	Date: _____
*<u>Item(s)</u> can be any material borrowed from this library such as books and DVDs	

<u>Approvals:</u>	
Circulation Department Assistant: _____	Date: _____
Circulation Department Supervisor: _____	Date: _____
Assistant Director for Public Services: _____	Date: _____

Return this form to: Circulation Department
John B. Coleman Library
Prairie View A&M University
P. O. Box 519, Mail Stop 1040
Prairie View, TX 77446
FAX: (936) 261-1539

Refer questions to: (936) 261-1531
jcwalker@pvamu.edu