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.

<table>
<thead>
<tr>
<th>Name (Last, First, M.I.)</th>
<th>Patron ID#</th>
<th>Today’s Date:</th>
</tr>
</thead>
</table>

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.

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

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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: ___________________

* Item(s) can be any material borrowed from this library such as books and DVDs

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Approvals:

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

Last Revised: July 14, 2010