COVID -UPDATED

PLS use only
Vendor Code: _____

ILL POSTAGE REIMBURSEMENT FORM

LIBRARY NAME: _____ SIGNATURE: _____

Check Appropriate Categories ✓				Postage or Fee				
DATE	STAMPS FOR ILL ONLY	LIBRARY MATERIALS RATE		ACTUAL COST	+	GST	=	TOTAL COST
					+		=	
					+		=	
					+		=	
					+		=	
					+		=	
					+		=	
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					+		=	
					+		=	
					+		=	
					+		=	

Check off the appropriate category for each receipt submitted:

Stamps for ILL only - stamps purchased for interlibrary loan use.

Library Materials Rate - special mailing rate for print and non-print items (books, magazines, DVDs, CDs, other audiovisual materials). Includes postage metered items and Postage By Phone.

~~**All Other ILL Charges** - charges from lending institutions to cover loaning charges, copies etc. up to a **maximum of $25** per item will be reimbursed.~~

Due to COVID - PLS will not reimburse lending institution loaning charges. All loaning fees will be at the expense of the requesting library or patron.

Claims must be received by Peace Library System the first week of January to be reimbursed for previous year's claims.

PLS USE ONLY

CODE **2035**: $ _____

CODE **6875-03**: $ _____

DATE PAID: _____

PLS AUTHORIZED SIGNATURE: _____ CHEQUE # : _____