

**COVID -UPDATED**

**PLS use only**  
Vendor Code: \_\_\_\_\_

**ILL POSTAGE REIMBURSEMENT FORM**

**LIBRARY NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Check Appropriate Categories <input checked="" type="checkbox"/>			Postage or Fee				
DATE	STAMPS FOR ILL ONLY	LIBRARY MATERIALS RATE	ACTUAL COST	+	GST	=	TOTAL COST
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	
	<input type="checkbox"/>	<input type="checkbox"/>		+		=	

**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: \$ _____	}		DATE PAID: _____
CODE 6874-40: \$ _____			
PLS AUTHORIZED SIGNATURE: _____		CHEQUE #: _____	