

Outside Purchases Reimbursement



Instructions

1. Please fill out all fields carefully.
2. Attach a copy of the receipt(s) for items that your library wants to be reimbursed through allotment. Refer to the list of acceptable purchases on the following page.
3. The library manager or library board treasurer must sign the authorization signature below to indicate all items listed on the receipt *have been received* at the library.
4. Indicate amounts to be deducted from allotment before any shipping and handling or GST costs. GST will be reimbursed as per YRL account procedures.

Shipping and handling costs will not be reimbursed.

5. Send the completed form with attachments to YRL Accounting. Retain a photocopy for your records. YRL will process the reimbursement and issue the cheque.

LIBRARY INFORMATION

PUBLIC LIBRARY NAME

MAILING ADDRESS

CONTACT NAME

TELEPHONE NUMBER

AMOUNT TO BE DEDUCTED FROM ALLOTMENT

SUBTOTAL

GST AMOUNT

AUTHORIZED SIGNATURE

FOR YRL OFFICE USE ONLY

ACCOUNT CHARGED:

DATE PAID:

CHEQUE NO.:

CHEQUE TOTAL:

COPY TO BIB SERVICES



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Acceptable items for reimbursement

The following items are acceptable to be reimbursed from the allotment account as they include items that become part of the library's collection and are circulated/used by the library's clients.

- Books in a variety of formats including, but not limited to: hardcover, paperback, trade paper, board books, large print and reference materials.
- Audio-visual materials including, but not limited to: audiobooks, Blu-Rays, DVDs, CDs, MP3s that can be circulated and are licensed for library use such as Playaways, kits that can be circulated locally and/or interlibrary loaned; video games.
- Magazine subscriptions that the library has already paid for.

Non-acceptable items for reimbursement

The following charges are not acceptable to be reimbursed from the allotment account as these cannot be circulated and do not become part of the library's circulating collection.

- Library supplies, such as labels, cases, packing materials, etc.
- No shipping fees or handling charges.
- No taxes excluding GST.
- Programming supplies such as puppets or games that are not available to the public.

If you have any questions about this list or the reimbursement form, please contact Wendy Sears Ilnicki wsears@yrl.ab.ca.

Send completed forms and receipts to:

Yellowhead Regional Library
Box 4270, 433 King Street
Spruce Grove, AB T7X 3B4