

## REQUEST FOR TRANSFER OF FINES

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

I request the following library charges be transferred to my account at the Business Office:

Overdue Fines: \_\_\_\_\_

Lost Book Charges: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Detailed information on above charges is available from a Circulation supervisor.  
Please Note: Charges under \$10.00 must be paid at the Circulation Desk.

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Action taken by the Circulation Department:

Printout: \_\_\_\_\_ Fines Waived: \_\_\_\_\_ Transferred to Business Office: \_\_\_\_\_

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