

# University of Memphis Law Library

## Copy Refund Request Form **All fields required unless indicated**

Patron UID #: \_\_\_\_\_ **If guest, leave UID # field blank**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Copy Card #: \_\_\_\_\_ Amount of \$ lost: \_\_\_\_\_

**If applicable**

How did you pay:

- \_\_\_\_ cash
- \_\_\_\_ credit card

Reason for refund request:

- \_\_\_\_ Bad copies (Bill to Acct: 110001/271000/59460/3500)
- \_\_\_\_ Money not deposited on card

Indicate Refund Preference:

- \_\_\_\_ Apply refund to Tiger Fund\$/copy card
- \_\_\_\_ Refund by check (**NOTE: \$5 minimum for check refund**)

**NOTE: Allow at least 10 business days to process.**

### Library Administration Office Use Only - Law Library - phone 678-2426

Request Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Library personnel**

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Library Dean/designee**

### Bursar's Office Use Only - 115 Wilder Tower - fax 678-0288

Date Refund Processed: \_\_\_\_\_ \$ Amount: \_\_\_\_\_ Processed By: \_\_\_\_\_

Notes:

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#### Instructions:

(1) Patron fills out information. (2) Library personnel reviews data, signs, and gives to Library Administrator. (3) Library Administrator signs form and emails it to [campuscard@memphis.edu](mailto:campuscard@memphis.edu) for review and processing.