Interoffice

Memo

|  |  |
| --- | --- |
| To: | Tech Services |
| From: |  |
| Location: |  |
| Date: |  |
| Re: | Replacement Item |

Please replace the following item with this copy provided by a patron. I have:

* Checked in the item
* Removed associated replacement fees from the patron’s account

(This should automatically happen when the item is checked in.)

* Discarded the item

Title:

Barcode:

Thank you,