



V-Cat Billing Guidelines

- Libraries will only create invoices for one another if the total of the invoice is at least \$5.00.
- If a library wishes to discount the replacement cost of an item due to its condition or age, this should be noted on the invoice.
- Certain condition issues will not be charged to other libraries: packaging (DVD cases, hard plastic jewel cases, etc.), broken bindings, loose pages, age/usage related, etc.
- Manual fees for a missing piece or damaged item should be added to the patron’s record by the checkout library. This is the library that will receive payment if the patron pays through Ecommerce.
- Libraries are encouraged to run certain reports on a timely basis. These reports will catch billed or lost and paid items for you to invoice other libraries.
- Invoices for lost and paid items and damaged items should not include items with billed, missing, parts missing, and transit statuses as these items may be returned before payment is made.
- Damaged items, when paid by the patron, become theirs to keep. Owning libraries should return the item to the checkout location with their invoice.
- Libraries can amend invoices if items from a multi-item invoice are returned or resolved.
- Invoices for libraries with multiple locations should be sent to their headquarters library.
- To encourage libraries to keep current with invoicing one another, all such invoices should be issued within 60 days of the dates listed below in the item record. A library receiving an invoice for an item which is more than 60 days after the dates listed below may decline to pay the invoice without penalty.
- Invoices received from another library will be paid within 60 days of the date of the invoice.

Status	Date used	When to Invoice
Billed	Overdue Date	Not less than 30 days after overdue date*, No more than 60 days
Damaged	Last Check-in date	Communicate w/library**, No more than 60 days
Lost and Paid	Paid Date	Any time after paid date, No more than 60 days
Missing	Last Updated date	Not less than 30 days*, No more than 60 days
Parts Missing	Last Updated date	Not less than 30 days*, No more than 60 days
Transit items	Last Updated date	Not less than 30 days*, No more than 60 days

*This will give the invoiced library time to follow up with their patron or locate the item within their library.

**The libraries involved may have communicated to send an invoice right away whether the patron paid, has been charged, or not charged for the item.