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.

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Invoicing for Billed items discontinued on 2021-06-03