**Logo**

**V-CAT Invoice**

|  |  |
| --- | --- |
| **Date of Invoice:** | **Invoice No:** |
| **Invoice issued to:** | |
| **Street Address:** | |
| **City, State, Zip Code:** | |

**Status of Item(s):** Directions: for each item, indicate if the item is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *(D) Damaged* | *(L&P) Lost & Paid* | *(M) Missing* | *(PM) Parts Missing* | *(T) Transit* |
| *Use check in date* | *Use date paid* | *Use Last Updated date* | *Use Last Updated date* | *Use Transit date* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Status** | **Item Barcode** | **Date** | **Patron Name**  Last, First | **Patron #**  Ex: p.00000000 | **Cost** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Owed:** | | | | | |  |

**Comments:**

|  |  |
| --- | --- |
| **Make check payable to:** |  |
| **Attn:** |  |
| **Street Address:** |  |
| **City, State, Zip Code:** |  |

|  |  |
| --- | --- |
| **Staff creating invoice:** |  |
| **Staff email:** |  |
| **Staff phone number:** |  |