



Interlibrary Loan Fees Payment Pre-Authorization Form

In signing this form, I consent to pay any pre-authorized interlibrary loan fees with the credit card listed below. I understand that when I initiate an interlibrary loan request with the CIIS Library and agree at that time to pay associated fees, that constitutes pre-authorization. I also understand that no fees will be charged without my permission.

Name as printed on card: _____

Your full name (if different from above): _____

CIIS ID number: _____ Phone: _____

Full Address : _____

Email: _____

Visa Card number: _____

MasterCard

Expiration date: _____

- Yes I would like to use this same credit card in the case that fines or fees are incurred through late returns of CIIS or interlibrary loan items. Only payments that I specifically authorize would be charged to my account. No fees will be charged without my explicit permission.
- No

The CIIS Library is hereby authorized to charge pre-authorized fees as described above to this credit card.

Signature: _____

Date: _____

Mail or return this form to:

Marci Karr, Office Assistant
CIIS Library
1453 Mission Street
San Francisco, CA 94103