



Georgia Library Association
Cathy Jeffrey, Treasurer
CHECK REQUEST

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Send completed form to: Cathy Jeffrey
Head of Technical Services
Clayton State University Library
2000 Clayton State Blvd.
Morrow, Georgia 30260
CathyJeffrey@mail.clayton.edu

Include all pertinent receipts, documentations, explanations, etc. Send the originals and keep a copy for your records. Check requests will be processed promptly. We will contact you if we need further information.

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