



## GIFT FORM (CASH/CHECK GIFTS ONLY)

Section 67.29-6 of the City's Administrative Code requires that the SFPL report on its website the name of any individual who donates more than \$100 in aggregate and a statement as to any financial interest in the City. The donor should complete the following questions or representative or SFPL staff member with the donor's consent:

- ☐ Donor acknowledges that SFPL will post donor information on [SFPL's public websites](#)  
☐ Donor has no financial interest in the City  
☐ Donor has the following financial interest in the City: \_\_\_\_\_

### DONOR INFORMATION

Full Name: \_\_\_\_\_ Phone Number (Optional): \_\_\_\_\_

Address (Street, City, State, Zip Code): \_\_\_\_\_

### GIFT TYPE/AMOUNT/PAYMENT INFORMATION

#### Gift Type:

- ☐ 1) Books & Other Material for the Collection:  
☐ Adult Material ☐ Children/Youth Material ☐ Either Adult or Children/Youth Language: \_\_\_\_\_  
☐ 2) Library Services & Program Support

Gift Amount: ☐ \$25 ☐ \$50 ☐ \$100 ☐ \$250 ☐ \$500 Other: \_\_\_\_\_

#### Payment Method:

- ☐ Check enclosed (make payable to: City Librarian's Office, SFPL, 100 Larkin St., San Francisco, CA 94102-4705).  
☐ Cash enclosed

Gift Received By: \_\_\_\_\_

Library Location: \_\_\_\_\_

### BOOKPLATE INFORMATION

**Bookplate Desired?** #ofbookplates(1bookplateforevery \$500)

☐ YES

☐ NO

If YES, this is a:

☐ Gift From / ☐ Memorial To / ☐ Honoring:

Name: \_\_\_\_\_

Person To Be Notified: \_\_\_\_\_

Address (Street, City, State, Zip Code): \_\_\_\_\_

### SFPL ACKNOWLEDGEMENT OF GIFT

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

#### FOR FINANCE USE ONLY

Name: \_\_\_\_\_

Gift Control #: \_\_\_\_\_

Deposit I.D.: \_\_\_\_\_

Project/Activity/Chartfield: \_\_\_\_\_