San Francisco Public Library

GIFT FORM (CASH/CHECK GIFTS ONLY)

Section 67.29-6 of the City's Administrative Code requires that the SFPL report on its website and to the Board of Supervisors 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 or representative or SFPL staff member with the donor's consent should complete the following:

☐ *Donor acknowledges that SFPL will post donor information on SFPL's public website*
☐ *Donor has no financial interest in the City (financial interests include any contract, grant, lease, or request for license, permit, or other entitlement with or pending before the City)*
☐ *Donor has the following financial interest in the City:* _____

Please note: *The Library is unable to accept anonymous donations. If you have any questions about the reporting requirements, please email gifts@sfpl.org.*

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 ACKNOWLEGEMENT OF GIFT

Completed By: _____ Date: _____

FOR SFPL FINANCE USE ONLY

Name: _____ Gift Control #: _____ Deposit I.D.: _____

Project/Activity/Chartfield:_____

☐ Amount received is < $100 & therefore Section 67.29-6 is not applicable.