

## GIFT FORM (CASH/CHECK GIFTS ONLY)

<u>Section 67.29-6</u> 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 <u>SFPL's public website</u>

□ 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 <u>aifts@sfpl.org</u>.

**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 ☐ 2) Library Services & Program Support	Either Adult or Children/You	uth Language:
<b>Gift Amount:</b> □\$25 □\$50 □\$100	□\$250 □\$500 Otł	ner:
Payment Check enclosed (please make check payable to: San Francisco Public Library;   Method: please send check to: SFPL - City Librarian's Office, 100 Larkin St., San Francisco, CA 94102-4705).   Cash enclosed		
Gift Received By:	Library Location:	
BOOKPLATE INFORMATION		
<b>Bookplate Desired?</b> #ofbookplates(1bookplateforeve If <b>YES</b> , this is a:	ry \$500)	YES NO
□ 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 #	: Depo	sit I.D.:
Project/Activity/Chartfield:		
□ Amount received is < \$100 & therefore Section 67.29-6 is not applicable.		