



San Francisco Public Library

SFPL GIFT FORM 667 (Cash/Check)

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. For In-Kind Donations, please refer to Gift Form SFPL 668 (In-Kind Donation).

DONOR INFORMATION

Full Name: _____ Phone Number (Optional): _____

Address (Street, City, State, Zip Code): _____

GIFT INFORMATION

Gift Amount: ☐\$25 ☐\$50 ☐\$100 ☐\$500 Other: _____

Payment Method: ☐ Check enclosed (make payable to: San Francisco Public Library; please send check to: SFPL – City Librarian Office, 100 Larkin St., San Francisco, CA 94102-4705).

☐ Cash enclosed.

GIFT DISTRIBUTION

Would you like to distribute the gift?

☐ No, SFPL will allocate the gift.

☐ Yes, please see below:

☐ 1) Books & Other Material Collections: ☐ Adult Materials ☐ Children/Youth Materials

☐ 2) Library Services & Program Support

BOOKPLATE INFORMATION

Bookplate Desired? # of bookplates (1 bookplate for every \$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 INTERNAL USE ONLY

Donation Received by: _____

Date: _____

Library Location: _____

(Finance Use Only) Gift Control No & Deposit ID: _____