



GIFT RECORD (Cash Gifts Only)

Finance Use Only:

Gift Control # _____

DONOR INFORMATION

Donor Name: _____

Amount: \$ _____

Donor Address: _____

Cash Check

Donor Telephone: _____ Date: _____

By checking this box, I waive my privacy rights under the law to any personal contact information listed in this form (i.e., residence address and home or personal cell phone number) and authorize the City to disclose this information to any member of the public upon request.

Received by: _____ Branch: _____

TYPE OF GIFT

1. Books and other Material for the Collection
 Adult material Children/Youth material Either Adult or Children/Youth

Language: _____

2. Library Services & Program Support

NOTE:

- Gifts that restrict the Library's use of funds are best directed to the Friends of the SFPL. Please advise the donor to send the check made out to the Friends of the SFPL with a letter to the City Librarian explaining the purpose of the gift.
- The Library is required by the "Sunshine Ordinance" to provide public disclosure of donations of \$100.00 or more and cite the financial interest of such donors with the City.

BOOKPLATE INFORMATION

Bookplate desired: Yes No # of bookplates (one bookplate for every \$500)

Gift from: Memorial to: Honoring: Name: _____

Person to be notified: _____

Address: _____

Street

City

State

Zip Code

ACKNOWLEDGEMENT

Completed by: _____

Name

Date

Finance Office use only:

Amount Certified: \$ _____ Index Code 410112; Detail _____ CRLB # _____ Initials: _____