

Gifts & Donations Form

Date

Telephone # of Donor

First & Last Name of Donor

Email Address of Donor

Address of Donor

City

State

Zip

If applicable, name and address of person(s) to notify regarding this gift/donation

Type of

Donation: Amount of Donation: _____

☐ Item Describe (Include full title if specific print or AV item):

☐ Cash

☐ Check # _____

☐ Online Donation

Name of the Person

You Wish to Honor: _____

Occasion:



In Memory Of



In Honor Of



Other

Describe: _____

If Making a Monetary Donation, Please Select Preferred Category You Wish to Support:



Operating Expenses



Building Maintenance/Restoration



No Preference



Other, Please Specify

Donor Signature

Date

MPL Staff Member
Receiving/Completing Form

Date

Staff- Send to Library Director for Processing

For Staff Use Only:

Date Money Given to Business Office: _____

Date Appreciation Letter Sent to Donor: _____

Date Completed and Filed in
Administration: _____

This portion provided for donor records.

Amount of Donation: _____

☐ Cash

☐ Check #

☐ Item(s): _____

MPL Staff Member Receiving Donation/Form:

Signature

Date