

# Briggs District Library

108 East Railroad Street  
St. Johns, MI 48879  
(989) 224-4702 phone  
(989) 224-1205 fax

## Donation Worksheet

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Donor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Would like to remain anonymous Amount of Gift: \$ \_\_\_\_\_

Check # \_\_\_\_\_ / Cash

Designation of Gift – Please indicate preference \*

- Technology – used for purchases of computer equipment, upgrades and networking
- General Fund – used for general library operations, equipment maintenance, decorations, facility maintenance, etc.
- Materials – if desired, please indicate the following:

Age Level:  Preschool  Elementary  Teen  Adult

Type:  Audiobooks  Print Materials  Garden (Books, Seeds, Tools, etc.)  DVD

Subject, genre, author or title: \_\_\_\_\_

Other information: \_\_\_\_\_

In Honor of / In Memory of (circle one) \_\_\_\_\_

Send acknowledgement to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\*NOTE: All donations are subject to Director approval or that of his/her designee. If donor does not specify a designation, gifts may be deposited to the General Fund.

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For Staff Use Only:

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Item selection --- Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Description: \_\_\_\_\_

Thank you sent: \_\_\_\_\_

Acknowledgement sent : \_\_\_\_\_

Bookplate: \_\_\_\_\_