



## GIFT FORM (CASH/CHECK GIFTS ONLY)

[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](mailto:gifts@sfpl.org).

### 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    ☐ Either Adult or Children/Youth    Language: \_\_\_\_\_
- ☐ 2) Library Services & Program Support

**Gift Amount:**    ☐ \$25    ☐ \$50    ☐ \$100    ☐ \$250    ☐ \$500    Other: \_\_\_\_\_

#### Payment

- Method:**    ☐ Check enclosed (please make check payable to: [San Francisco Public Library](#);  
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

**Bookplate Desired?** #ofbookplates(1bookplateforevery \$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 ACKNOWLEDGEMENT OF GIFT

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR SFPL FINANCE USE ONLY

Name: \_\_\_\_\_ Gift Control #: \_\_\_\_\_ Deposit I.D.: \_\_\_\_\_

Project/Activity/Chartfield: \_\_\_\_\_

☐ Amount received is < \$100 & therefore Section 67.29-6 is not applicable.