



Monetary Donation Form

STAFF ONLY Form # _____

Today's Date: _____

Staff Initials: _____

Check #: _____

Check Date: _____

Pay after Purchase? _____

Donor does NOT want Letter? _____

Item to Circ: _____

Letter(s) Sent: _____

Donor:

Your Name _____

Address _____

Phone/Email _____

{if Foundation, skip section II.}

Donation Toward: *circle one* (a) Geneva Public Library (b) Foundation for the Geneva Public Library

Amount: \$ _____ Cash Check Credit Card # _____

{if Check, make it out to either (a) or (b) above}

I. Is this donation in memory or in honor of someone? Yes No

In Memory of: _____

In Honor of: _____

Would you like the honoree, or someone else, notified of this donation? Yes No

Name _____

Address _____

II. Would you like this donation to go toward something specific? Yes No

If yes, please fill-in all that apply:

Adult Collection Teen Collection Children Collection

Item Type/Subject(*ex: audiobooks, nonfiction, dinosaurs*): _____

Item Title & Author: _____

Other(*ex: programs, technology*): _____

Would you like a commemorative bookplate placed in the item(s)? Yes No

If yes, what should it say? _____

Would you like to receive the first loan of the item(s)? Yes No

The Geneva Public Library thanks you for your donation. You will receive a letter in the mail that doubles as a receipt. Your gift is fully tax deductible, under Internal Revenue Code 501(c) 3, as you have received no goods or services in return for your donation.