



Donation Form

Today's date: _____

Donor name: _____

Mailing address: _____

Telephone: _____

Total amount enclosed/received: _____

Please describe the purpose of the donation (for example: "purchase of new DVDs for use at Mississippi Branch" or "Summer Reading Program"); if gift is to be divided among multiple uses, please describe each.

Purpose #1: _____ Amount: _____

Purpose #2: _____ Amount: _____

Purpose #3: _____ Amount: _____

If the gift is in memory/honor of someone, please circle the appropriate designation and include the name of the person. A bookplate will be placed in the material.

In Memory of _____ In Honor of _____

Should the Library send an acknowledgement of this gift to anyone else? If so, please include their name and complete mailing address:

Please complete this form and mail to the address listed below OR give it to Library staff at the service desk. If you have any questions, please call 763-785-3695. Thank you for your generosity.

Anoka County Library
707 County Rd 10 NE
Blaine MN 55434-2398

For Office Use Only:

Date received: _____ Log Number: _____

Date acknowledged: _____ Date presented to Library Board: _____

Other: _____

If a donation is received at a branch library collect in SIRSI, staff should complete this form, put the form and the donation in the money bag and send to LSS. If credit card donation, please attach credit card receipt to this form and continue as above. Acknowledgment of the gift will be sent and the Library Board notified as required by county policy. Policy requires that all donations, the purpose of the gift, and any limitations on use be officially received and listed in the Minutes of the Library Board.