DONATION FORM
(Please print legibly or type.)

Donor Information

Date of donation ______________________

Donor name  Mr./Ms./Mrs. (Circle one) __________________________________________

Organization ________________________________________________________________

Address ______________________________________________________________________

City __________________________________ State __________ Zip ______

Telephone number ___________________ E-mail ________________________________

☐ I give the library permission to publicly recognize my gift.  Signature ___________________________

☐ I wish to remain anonymous.

Donation of Money

Donation of $__________________(Make payable to: Capital Area District Libraries)

☐ Cash    ☐ Check    ☐ Credit Card (Go to cadl.org/donate for online instructions)

Use money to: ☐ Benefit CADL as a whole ☐ Benefit the__________________________________________Library

Funds are donated for: ☐ General library purposes    ☐ Specific goods/services (Describe type)

____________________________________________________________________________________

Any funds in excess of the amount needed will be used for general library purposes.

Donation of Goods and/or Services (Please describe the item received)

(All donations become the property of CADL and cannot be returned)

Gift Information (for nameplate and/or notification)

Presented by _________________________________________________________________

☐ I would like a nameplate   ☐ I do not want a nameplate

☐ In memory of ________________________________ or ☐ In honor of ________________________________

Please notify the following individual(s) regarding this gift:

Name  Mr./Ms./Mrs. (Circle one) ____________________________________________

Address _________________________________________________________________

City____________________________________ State____ Zip________

Library/Administration Office Use Only

Person processing form __________________________________ Receipt Number ______ Check Number ______ Date ______

☐ Mailed to library    ☐ Copy to Purchasing/Aquisitions    ☐ Copy to Accounting    ☐ Copy to Administrative Assistant

8/2013