

REPORT OF GIFTS TO THE O.S.U. LIBRARIES

For Friends of the Libraries/University Development Use Only

Please complete this form within one week of donation and send to: Friends of the Libraries, 112 Main Library

DONOR (name and address) _____ **Donor ID #** _____ **REF #:** _____

(University Development will assign.)
DATE GIFT ACCEPTED: _____
COLLEGE/DEPARTMENT: University Libraries/Friends

GIFT DESCRIPTION _____ **SERIAL#** _____

_____ **hardcovers** _____ **records/tapes/CDs** _____ **manuscripts**
_____ **paperbacks** _____ **journals** _____ **magazines**
_____ **microforms** _____ **other:** _____
Total number of items donated: _____

LOCATION OF GIFT _____

VALUE – Known or Estimated \$ _____ (Estimates are for internal use only)
_____ **Appraisal forthcoming/attached (required for tax credit for values of \$5000 and above)**
_____ **No Appraisal will be submitted.** _____ **Development Officer send letter**
_____ **Extend President’s Club Membership** _____ **Extend Friends membership**
(if over \$2500)

The value of this gift has been assessed based on unique knowledge of the field as a collection manager. I attest that this estimate does not exceedingly over-estimate or under-estimate the true value of the items inventoried.

Signature of collection manager submitting this report. _____ **Date** _____

Expenses incurred with acceptance (transport, insurance, etc.): _____
Donor restrictions (current or future): _____

Development Officer _____
Signature _____ **Date** _____

Dean/Chairperson _____
Signature _____ **Date** _____

*****Do not write below this line*****

University Development _____
Signature _____ **Date** _____

Senior Vice President for Business & Finance _____
Signature _____ **Date** _____

RECD F/A _____	RECD G/P _____	ID _____
B/A _____	C PC _____	Project _____
RECD F/A _____	C DR _____	Dept # _____
8283/LTR _____	C INV _____	SC _____
G/P _____	C CC _____	ACK YES _____
		NO _____