



# Donation Form

## Library

### Donor Information

Name

Email Address

Address

Telephone  -   
Area Code Telephone Number

Is the donor the sole owner of the donated material?  Yes

Is this donation related to an estate?  Yes  No

Estate Name

### Donation Acknowledgement

Is acknowledgement requested? (An acknowledgement letter can be used for tax purposes).  Yes  No

To whom should the acknowledgement letter be addressed?  Same as donor listed above

If not donor listed above, please provide to whom the acknowledgement letter should be addressed.

Name

Address

### Donation Terms

Are there any restrictions or stipulations on the donation?  Yes  No

If Yes, what are they?

Does the donor want any part of the gift returned if it is not added to the library collection?  Yes  No

Items to be returned

### Donated Items

### Submit Form

1. Save the completed form to your computer.
2. Attach the completed form to an email and send to [eebaus@stritch.edu](mailto:eebaus@stritch.edu)

### QUESTIONS? Contact:

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