

 <b>STANISLAUS COUNTY LIBRARY</b>	<b>REVIEWER:</b> Accounting	<b>NUMBER:</b> 4.8
	<b>DATE DEVELOPED:</b> December 14, 1998	<b>DATE REVISED:</b> 8/17/02; 10/12/10
<b>PAGE:</b> 1 of 1	<b>APPROVED:</b> Vanessa Czopek	
<b>TITLE: DONATIONS - MONETARY</b>		

**All** monetary donations, including anonymous donations over \$1.00 (cash or check) received by staff must be sent to the Administration office for acknowledgement and deposit. A completed "Gift-A-Book" form needs to be included if the donation is for material purchase. For other purposes, a note or memo could be used instead. Information must include the following for all donations:

- Name of Branch and staff submitting the donation
- Name of donor, put Anonymous if unknown
- Source of donation e.g. by mail, in person, found
- Purpose of Donation

**All** documents accompanying the donation should also be submitted with the donation. At the same time, an email notification should be sent to Administration informing the office that the donation is sent out via ID mail.

Administration will log the donation on the deposit log, send letter of acknowledgement, and prepare book plates.

If you would like to personally acknowledge a donation, photocopy the documentation for your records and forward the original documents to the Administration office for acknowledgement from the County Librarian.

Checks must be endorsed with the branch stamp before sending to Administration Office in ID mail.