



Receipt for Potential Item Donation

Please fill out this form completely. One copy of the completed form should accompany the item to be considered for donation when submitted to the curator. The owner of the item should retain a copy of the completed form as well.

Date: _____

Description of the item(s): _____

_____ (continue on back if necessary)

NOTE: Items are understood to be left at the Museum for examination only. Museum policy requires review by curatorial staff before any items are accepted into the Museum's collections. If items for consideration are not needed by the Museum, they are to be:

_____ returned to owner _____ discarded _____ placed with another institution

Name of owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Received by (staff person): _____