



Date: \_\_\_\_\_

In Memory of: \_\_\_\_\_

Presented by: \_\_\_\_\_

Books on (subject, special titles, or general suggestions):  
\_\_\_\_\_

**Person or Family to be Notified**

Name: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Donor to be Notified (for Thank You Letter)**

Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Billing Information (if applicable)**

Name: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount to be Spent: \_\_\_\_\_ Amount and Date Paid: \_\_\_\_\_

**For Internal Use**

Title: \_\_\_\_\_ Author: \_\_\_\_\_ Price: \_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_ Price: \_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_ Price: \_\_\_\_\_