

Friends of the Library

Donated Books and Materials Receipt Instructions and FAQs

What to do:

- When donors drop off donated materials at a library, employees must provide the donor with the Friends Tax Receipt Slip. The staff member **must** fill out the fields on the tax receipt slip including a signature before providing it to the donor.
 - If you are uncomfortable signing your name please feel free to sign it illegibly or use your initials, but the form must be signed by an MLS employee.
- If donors refuse a receipt that is fine, but the staff member is required to explain to the donor that the Friends do not retain copies of these receipts and will not be able to replicate it should they decide in the future that they need one.
- The donor should only receive a single tax receipt slip for the donation and the date listed should reflect the day MLS received it.
- If donors have questions, please have them call the Friends at 405-606-3763.
- If a location runs out of receipt slip pads, the location must request more from the Friends via the DVS Office. While waiting for the order to be fulfilled staff members must print a receipt from the intranet under Development / Documents & Forms and fill it out as they would the slip from the pad and give it to the donor before they leave.



FRIENDS OF THE
METROPOLITAN LIBRARY SYSTEM

THIS IS YOUR TAX RECEIPT

Friends of the Metropolitan Library System is a 501(c)3 non-profit organization (FEIN: 73-1044902) and is registered with the state of Oklahoma. Our mission is to raise funds and awareness for the Metropolitan Library System, support its mission, augment its ability to enhance services and programs, and to promote literacy within our community. With this non-cash donation, no goods or services were provided to the donor by the Friends of the Metropolitan Library System. Please consult your Certified Public Accountant or professional tax preparer when determining the appropriate value of your gift. Per IRS regulations, estimates of fair market value for income tax purposes are the responsibility of the donor. For more tax information, please refer to IRS Publication #526, Charitable Contributions.

A Donor: _____

B Location: _____

C Received by: _____ **D** Date: _____

E Please select the type(s) of items you are donating:

- | | |
|---|--|
| <input type="checkbox"/> Books | <input type="checkbox"/> DVDs |
| <input type="checkbox"/> e-Readers | <input type="checkbox"/> CDS |
| <input type="checkbox"/> Magazines | <input type="checkbox"/> Vinyl Records |
| <input type="checkbox"/> Gaming System/ Games | <input type="checkbox"/> Other: _____ |

The Friends of the Metropolitan Library System do not retain a copy of this receipt. Attach this receipt to your itemized list of donated goods along with their fair market value.

Please follow us on [Facebook.com/okcbooksale](https://www.facebook.com/okcbooksale) and Twitter [@LibraryFriendok](https://twitter.com/LibraryFriendok)

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friends@metrolibrary.org ■ Phone (405) 606-3763 ■ Fax (405) 606-3735

A. List the donor's name here or the name of a company and the individual dropping off the donation. Also, donors may request to have their name and their spouses' listed, which is fine.

B. Only list your location here. Please use your branch's stamp if possible instead of hand writing it in.

C. Provide your signature here. If you are worried about the donor learning your full name from your signature you can sign your name illegibly or use your initials.

D. List the date of the donation that you are assisting. Do not back date or predate the slip. Use a date stamp if possible.

E. Check off what the donor is donating and if it is not listed check other and provide a brief description. You do not need to document the quantity or a list of titles, nor a value, that is the responsibility of the donor.

Frequently Asked Questions

What if I'm uncomfortable with letting a donor know my full name?

We are sorry to hear that you are uncomfortable with donors knowing your name. If you are worried about your signature giving the donor your full name either sign the document illegibly or use your initials. But the form must be signed.

What if the donor asks me to list another date on the form instead of the day of the donation?

The date listed on the tax receipt slip needs to be the date the donor dropped off the materials, the day you are witnessing this act.

If they say they forgot to get a slip when they dropped off the donation have them call us, 405-606-3763. Please do not give a receipt slip if you are not accepting a donation.

What if the donor asks for two Tax Receipt Slips?

The donor should not receive two slips for a single donation. The act of donating several materials at a time is a singular donation.

If they say the other slip is for another person, which is occasionally the case with families handling estates of deceased members, prepare another slip for the absent individual just like you did for the donor who is present.