

Friends of the Tellico Village Library Donation Form

Donor's Name(s) _____

Group contact name (if applicable) _____

Address _____

In Honor of () In Memory of () Name _____

Please notify this individual/family/business/group of my donation:

Name _____

Address _____

Book \$ _____

General \$ _____

Brick \$150

Leaf \$500 \$750 \$1500 Please circle you choice

Other \$ _____

Checks are made payable to Friends of the Tellico Village Library (FOTVL)

The Friends are a 501c3 charitable organization

Courtyard Brick \$150

Bricks are 4x8~maximum 3 lines ~ maximum 14 characters and spaces per line

Giving Tree Leaf Levels \$500 () \$750() \$1500 ()

3 line inscription

2 line inscription

Accounting Use Only

Donation Number _____

Distribution To:

Original Form _____

Copy _____

Copy _____

Money _____

Donation acknowledgement sent to Donor Date _____ by _____

Notification sent Date _____ by _____

Brick / Leaf ordered date _____ by _____

Date Received _____

Installed by _____ date _____

Book Donation Tracking

Original Form/copy of check : by _____ date _____

Copy of form and check to Treasurer FOTVL date _____

Letter sent to donor _____

Letter sent to Notification _____

Title of Book Purchased _____

Cost of Book Purchased _____

Title of Book Purchased _____

Cost of Book Purchased _____

Invoiced by Vendor: _____ Date: _____

Date Invoice sent to Treasurer to be paid _____

Date Completed _____