

Gift Information Sheet

Church Media Library

Date _____ Memorial Gift Honor Gift

Given by _____

Address _____

Phone _____

Exact wording for recognition

In Memory of _____

Relationship _____

In Honor of _____

Occasion _____

Presented by _____

Notify the following of gift:

Name _____

Name _____

Address _____

Address _____

Amount \$	Cash ____ Check No. ____	Item/s on Hand __ Item/s Ordered __ Date _____
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Donor Acknowledged ____ Date _____	Items added to collection ____ Date _____
Honoree/Family Notified ____ Date _____	

Item/s assigned _____

Notes:

Published in newsletter: