

**II.G (1)
EL PASO COMMUNITY COLLEGE
LIBRARY**

GIFT AUTHORIZATION FORM

I hereby donate, to the Libraries of El Paso Community College, a gift of library materials.

I understand:

- These materials will be evaluated, and the Library will dispose of those items not suitable for its collection.
- An itemized list cannot be prepared, but the number and types of items donated will be acknowledged in a letter of appreciation.
- The Library is unable to appraise the value of the items. For tax purposes, according to the Internal Revenue Service, the burden of proof rests with the donor.
- If an itemization of the gift materials is required, a list provided by the donor will be acknowledged at the time of the donation.

Signature of Donor _____ Date

Mr.
Mrs.
Ms.

Name (Please print or type) _____ Phone/Extension

Mailing Address

If EPCC Employee:

City, State, & Zip

Campus

E-mail

Division/Department

DO NOT WRITE BELOW THIS LINE ---FOR LIBRARY USE ONLY

Hardback books _____
Paperback books _____
Periodicals _____
Other _____
TOTAL _____