

**LETTER OF INTENT FOR PROFESSIONAL SERVICE FEE DONATIONS
(SERVICE RENDERED TO AN OUTSIDE ORGANIZATION)**

TO: University of Washington Libraries Development
c/o HSL Fiscal Staff, UW Health Sciences Library, 206-221-3413

RE: Donation to UW Health Sciences Libraries (HSL) Unrestricted Gift Fund

STEP 1: HSL staff member performing service fills in the following (please print clearly).

Staff member performing service: _____

Organization paying fee: _____

Brief description of service: _____

Date(s) of service: _____

STEP 2: HSL staff member checks the box next to the applicable paragraph below, and ensures that instructions in that paragraph are followed.

A. The enclosed check from the above organization is made out to the University of Washington in lieu of a fee paid to the above UW Health Sciences Libraries staff member. This letter must be given to the individual representing the organization, who must read, fill in, and sign the Intent Statement below, and mail this letter and the check (made out to University of Washington) to Fiscal Staff, UW HSL, Box 357155, Seattle, WA 98195 (or give to staff member to forward). The acknowledged donor is the organization (name as printed on check), and the organization is responsible for determining whether the contribution is tax-deductible.

B. The enclosed check from the above organization represents a fee paid to, and is made out to, the above UW Health Sciences Libraries staff member, and is signed over by the staff member to the UW. Staff member must read, fill in and sign the Intent Statement below, endorse the check by signing on the back as usual, and submit this letter and the check to HSL Fiscal Staff. The acknowledged donor is the HSL staff member (name as printed on check), and s/he is responsible for determining whether the contribution is tax-deductible.

C. The enclosed personal check written by the above UW Health Sciences Libraries staff member represents a fee which s/he has received from the above organization and wants to donate. Staff member must read, fill in and sign the Intent Statement below, and submit letter and check (made out to the University of Washington) to HSL Fiscal Staff. The acknowledged donor is the HSL staff member (name as printed on check), and s/he is responsible for determining whether the contribution is tax-deductible.

INTENT STATEMENT:

The enclosed check dated ____ / ____ / ____ in the amount of \$ _____ is for the UW Health Sciences Libraries Unrestricted Gift Fund, to be used at the HS Libraries' discretion.

SIGNATURE: _____ DATE: ____ / ____ / ____

**UW CENTRAL DEVELOPMENT WILL SEND A RECEIPT TO THE ACKNOWLEDGED DONOR.
YOUR SUPPORT IS GREATLY APPRECIATED**

cc: Neil Rambo, Acting Director, Health Sciences Libraries