

**LETTER OF INTENT FOR PROFESSIONAL SERVICE FEE DONATIONS
(SERVICE RENDERED TO ANOTHER UW DEPARTMENT)**

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: _____

UW Department 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 personal check written by the above UW Health Sciences Libraries staff member represents a fee which s/he has received from the above UW department and wants to donate to the HSL Unrestricted Gift Fund. 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.

B. The enclosed check written by the UW represents a fee paid to, and is made out to, the above UW Health Sciences Libraries staff member, and is endorsed by the staff member with the intention of donation to the HSL Unrestricted Gift Fund. 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 above), 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 YOU A RECEIPT.

YOUR SUPPORT IS GREATLY APPRECIATED

cc: Neil Rambo, Acting Director, Health Sciences Libraries