

GUIDE TO MANAGING HISTORICAL SOCIETIES

Developing a significant collection

Items Received as Potential Donations Receipt

Sample Society Inc

Receipt for Items Received as Potential Donations

Receipt No.:	Date Item Received:
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Name of Owner or Agent:	
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Brief Description of Item(s):	
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Signature of accepting officer:	
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Conditions governing the receipt of items deposited with the Sample Society Inc

1. Donations are subject to acceptance by the Acquisitions Committee
2. Sample Society Inc shall be responsible for the protection and safekeeping of items in its possession
3. The absence of condition notes on this form does not imply that the item was received complete and / or in good condition
4. Sample Society Inc shall not carry insurance on items deposited with it
5. Sample Society Inc may request removal of items deposited with it by written notice directed to the depositor at the address shown on this form. Failure of the depositor to remove property within 90 days after the mailing of such a notice shall permit the Sample Society Inc. to return such property to the depositor at the expense of the depositor.