

**WEST FLORIDA HISTORIC PRESERVATION, INC.
GIFT EVALUATION WORKSHEET**

INITIAL CONTACT WITH POTENTIAL DONOR/VENDOR

Date:

Donor/vendor name:

Telephone:

Donor/vendor address:

Brief description of artifact:

INITIAL STAFF CONTACT

Staff member contacted:

How contacted (choose one): In person By letter By Phone

By email Other:

Does the potential donation/purchase fit within the scope of WFHPI collections?

*Yes No

Explain:

***If yes, artifact(s) referred to staff member for research:**

Name: _____ **Date:** _____

If no, donor/vendor referred elsewhere? Yes No

Name of Institution referred to: _____

WHERE IS/ARE THE ARTIFACT(S) BEING EVALUATED?

Location: _____

Temporary Receipt completed? Yes No **Date Completed:** _____

EVALUATION

Check all statements below that apply:

_____ The artifact(s) has/have historical, architectural, archaeological, or folk culture value relating to the history or culture of West Florida.

_____ The artifact(s) has/have potential for research or is/are useful for exhibition or interpretive purposes.

_____ The artifact(s) have legitimate and clear provenance.

_____ The current owner has clear title.

_____ Historic Pensacola can provide proper storage, protection, and preservation.

Is/Are the artifacts(s) recommended for addition to the WFHPI permanent collections?

Yes, No

IF NOT RECOMMENDED:

How was donor/vendor notified of negative recommendation?

___ *in person* ___ *by letter* ___ *by phone* ___ *other:*

Date: _____ *By staff member:*

_____ *Artifact(s) returned to owner.*

_____ *Artifact(s) disposed of. Method of Disposal:*

Date: _____ *By staff member:*

Other comments/notes:

APPROVAL OF DONATION/PURCHASE

Artifact(s) is/are approved for acceptance into West Florida Historic Preservation, Inc., permanent collections by the Board of Directors. ___ *Yes,* ___ *No.*

Signature

Title

Date

If artifact(s) is/are not in custody of West Florida Historic Preservation, Inc., record date received:

Signature of staff receiving artifact(s):

Other comments and notes:

If not approved, explain:

How was donor/vendor notified of rejection by Board?

___ *in person* ___ *by letter* ___ *by phone* ___ *other:*

Date: _____ *By staff member:*

_____ *Artifact(s) returned to owner.*

_____ *Artifact(s) disposed of. Method of Disposal:*

Date: _____ *By staff member:*

Comments: