

NEW YORK TRANSIT MUSEUM

130 Livingston Street 10th Floor Brooklyn, NY 11201
Museum: Tel. 718-694-1600, Fax 718-694-1791 Archives: Tel 718-694-1068, Fax 718-694-5487

Temporary Custody Receipt

The objects listed below are released to the New York Transit Museum by:

Name: _____

Address: _____

Telephone: _____ Email: _____

For Consideration for: Donation Loan Purchase Other _____

Description of Objects:

SAIT Museum Archives Section Working Group Example

Objects offered for donation will be reviewed by the Museum within 30 days.

If the Museum decides to accept the donation the depositor will be sent a Deed of Gift form. If this form is not signed and returned by the depositor within 90 days, the donation will become the property of the Museum.

If an object is declined, a letter will be sent to the depositor asking him/her to retrieve the item within 30 days, or to sign and return the letter indicating that he/she does not wish to reclaim it.

Released by: _____

Received by: _____

Signature of Depositor

Signature of Museum Staff

Date

Printed Name and Title

Date