



Proposed Acquisition Form

Shaded areas for Collections Managers(s) only			
Identification Information			
Insert image	Date Received:		Received by:
	Temporary #:		Accession #:
	Type of Acquisition		Source:
	<input type="checkbox"/> Donation <input type="checkbox"/> Purchase <input type="checkbox"/> Bequest <input type="checkbox"/> Auction <input type="checkbox"/> Found in Collection		Address:
			Phone:
			Email:
		Purchase Price:	
Description			
Creator:		Type:	
Life Date(s):		Related Collection:	
Title:		Related Subjects:	
Date (year):		Storage Location:	
Credit Line:		Collection Hierarchy:	
Description:			
Materials:		Number of Components:	
Identifying Mark(s):			
Dimensions:			
Height:	Length:	Diam.:	Weight:
Width:	Depth:	Circum.:	Other:
Condition and Conservation			
Date:	Conditioned by:		Overall Assessment:
Incoming Condition Notes:			
Storage Requirements:			
Conservation Notes:			
Estimate:	Date:		
Conservator:			
Address:			
Phone:			
Email:			



Proposed Acquisition Form

Insurance and Appraisal	
Date:	Value:
Appraiser:	
Address:	Phone:
	Email:
History	
Manufacture/Edition:	
Publication(s) (If applicable):	
Provenance:	
Exhibition History:	
Copyright and Reproduction Notes:	
Remarks (historical event, name, place & anecdotal information):	
Justification	
Does the work fall within the scope of the collection? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Does the work meet the immediate collecting goals of Girl Scout? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Significance to the Collection:	
Are there similar things currently in the collection?	
Approval Date:	