



Gift Transmittal

Please attach all correspondence from the donor and additional paperwork pertaining to any portion of the gift. **Submit credit cards, cash, and checks on separate transmittals. Submit all gift-in-kind donation paperwork to the University directly.**

Date Department Dev. Officer
Submitted By Phone #

Donor name(s) Donor Adv ID(s)
Donor address (street), *if no Adv ID listed*
Donor address (city/state/zip)

Organizational Contact: (please provide title)
Associated Credit:

Amount	Allocation (# or name)	Pledge # (if payment)	Appeal Code

Total Amount Received:

Gift Method: Personal Check Corporate Check Cash Credit Card

Did the donor receive any benefit associated with this gift? No Yes

Value of the Benefit: No Yes (please attach appropriate paperwork)
Description of Benefit:
Is this gift anonymous? No Yes, in honor of
Is this gift in honor of? No Yes, in memory of
Is this gift in memory of? No Yes, in memory of

Estate Contact:

Is this gift Match Eligible? No Yes (Please attach donor's form)

Comments or special instructions:

Acknowledgement Information

All gifts will receive a tax receipt from the Foundation.
Additional acknowledgements will be sent by the Office of Stewardship for gifts \$2,500+ to the donor listed above.

Department acknowledgement of gift has been sent to the donor by: