

# Gift Transmittal Form

- Please turn in this form with any gift submission to Advancement Services for Gift Processing. Reference the listed options below for their respective fields.

\*Constituency Type: - Alumni, Corporation/Business, Current Parent, Current Student, Foundation, Faculty, Friend, Staff, or Other.

\*Transaction Type: - Gift, Planned Gift, Pledge Payment, Recurring Gift Payment, Stock/Property, or Other. \*If you have a Gift in Kind, please use the standard GIK form.\*

\*Payment Type: - Cash, Personal Check, Business Check, ACH/Wire Transfer, Credit Card, Direct Debit, or Other.

## Donor Name and Address Information

Donor (Required)	S ID #	Constituency Type	
Home Address & Phone Number (required)	Bus Addr & Phone:	Anonymous?	No name in published donor lists. This gift is Anonymous.
Email Address		Bus. Email	

## Gift Information

Transaction Type	Total Amount or Value (US \$)	Donor Advised Fund Family Foundation		Name of DAF or Family Foundation	
Payment Type	Check Date	Credit Card Type Visa   AMX   MC   DISC		Credit Card Number	Exp. Date
Solicitor(s) if applicable	Direct Debit	Banking Institution		Routing Number	Bank Account

## Gift Designation Information

Amount (Required)	College/Department	Index Number	Fund Name Designation (Required)

## Additional Information

Should another donor/organization be soft credited for this gift?		Should this gift be linked to a proposal? Proposal Name:	
Is this gift in honor or in memory of anyone?	In honor of      In memory of	Acknowledgee Information (If applicable)	
Enter the honoree's name			
Restrictions – Please indicate if the gift is restricted by the donor in any way		Will this gift be matched?    Yes    No Matching Company Name:	

## Form Submitted and Prepared By:

Name of Form Preparer (Required)		Email Address (Required)	Phone (Required)
Department	Name of Advancement Officer	Signature	Date

## Advancement Services Internal Use Only:

Date Received:	Received By:	Misc/Notes:
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