



## Gift Report Form

7351 Tompkins Hill Road, Eureka, CA 95501

PHONE: (707) 476-4357 | FAX: (707) 476-4480 | CR-Foundation@redwoods.edu

### For Donations of \$, Products and Gift Certificates

**Instructions:** This form is for the District and the Foundation only. This is not a donation receipt. Complete and return this form to Community Relations. A gift acknowledgment and tax receipt will be sent to the donor and a copy will be returned to the contact name listed below.

Department Reporting Gift:
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Contact Name:
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Contact Phone:	Date:
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#### Donor Information

Prefix	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		
Donor Name			
Business/Contact			
Street Address			
	City:	State:	Zip Code:
	Phone:	Email	
	<input type="checkbox"/> Individual/Family <input type="checkbox"/> Alumnus <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Corporate <input type="checkbox"/> Foundation <input type="checkbox"/> Other		

#### Gift Information

<b>Cash Donation</b>	\$
	Donations over \$250 [IRC 170(f)]: Were goods or services furnished in consideration for this gift? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, description:
Deposit to Account <i>(Enter if known)</i>	-      -      -      -

<b>Other Donation</b>		
	Estimated fair market value, if known:	Valued over \$5000 <input type="checkbox"/> Yes <input type="checkbox"/> No
	Item(s) are located:	

<b>Disposition</b>	<u>Use where most needed, or as designated below:</u>
	<i>For non-cash gifts, a designation/use must be specified for the donor to receive a tax deduction.</i>

**For Office Use Only**

Date entered in Ben.:	By:		District
Batch #			Foundation
Memorial Gift <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Sent to:	Gift Report Dated:	
Date receipt sent to: Donor:	Contact:		
Monthly/Quarterly Report Sent to:	Date		