



Gift Report Form

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:

Contact Name:

Contact Phone:

Date:

Donor Information

Prefix Mr. Mrs. Ms. Dr. Other

Donor Name

Business/Contact

Street Address

City

State

Zip Code

Phone

Email

Individual/Family Alumnus Faculty/Staff Corporate Foundation Other

Gift Information

Cash Donation

\$

Donations over \$250 [IRC 170(f)]: Were goods or services furnished in consideration for this gift?

Yes No

If yes, description:

Deposit to Account
(enter if known)

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Other Donation

Estimated fair market value, if known:

Valued over \$5000

Yes No

Item(s) are located:

Disposition

Use where most needed, or as designated:

For non-cash gifts, a designation/use must be specified for the donot to recieve a tax deduction.

For Office Use Only

Date entered in Ben.:

By:

District

Batch #

Foundation

Memorial Gift Yes No

Notice Sent to:

Gift Report Dated:

Date receipt sent to: Donor:

Contact:

Monthly/Quarterly Report Sent to:

Date