# Gift/Pledge Transmittal Form - Organizations

Gifts Processing & Admin.
105 E Main Street
(302) 831-4333

*Fields marked with * are required*

## DONOR NAME AND ADDRESS INFORMATION

| Donor Organization Name* | Advance Entity ID# | Entity Type |
|---|---|---|
| Organization Contact Name* | Org. Contact Phone* | Org. Contact Email* |
| Business Address | | Anonymity Requirements—*provide details* |

## GIFT AND PAYMENT INFORMATION

| Gift or Pledge* | Total Gift Amount | Payment Type | Pay Schedule | Payment Amts. | Appeal/Source Code |
|---|---|---|---|---|---|
| | | | | | |

***NOTE: All documentation for credit card gifts—including this form—must be hand-delivered to the Office of Gift and Record Management***

| **Credit Card Type** | **PRINT FORM AND THEN HAND WRITE NUMBER** | **Cardholder Name** | **Exp. Date(mm/yy)** |
|---|---|---|---|
| V ☐ MC ☐ D ☐ AMEX ☐ | | | |

| Total Amount or Value (USD) | Value of Premium/Benefit Rec'd | Premium/Benefit Description |
|---|---|---|
| | | |

| Name of Stock (Company) | # of Shares | Date of Transfer | Broker Name | Broker Phone |
|---|---|---|---|---|
| | | | | |

## GIFT DESIGNATION

| Amount* | Proposal ID | Account Code/Allocation Name | New Fund? Y/N | Department |
|---|---|---|---|---|
| | | | | |
| | | | | |

## ADDITIONAL INFORMATION

Should another entity be given associated credit for this gift? *Please provide name, Advance ID#, and any other additional information.*

Is this a gift In Honor or In Memory of anyone? *Please provide the honoree's name, Advance ID#, address or memorialized person's name.*

Restrictions – *Please indicate if the gift is restricted by the donor*

| Description of Gift In-Kind | Value (if <$5,000; if $5,000+, attach appraisal document) |
|---|---|
| | |

## FORM PREPARED AND SUBMITTED BY

| Name of form preparer* | Department* | Email* | Phone* |
|---|---|---|---|
| Gift Officer (if different from preparer) | Department* | Email* | Phone* |

| Is there a corresponding Gift Commitment Document (Gift Agreement, Letter of Intent)? | Yes ☐ | No ☐ |
|---|---|---|

Comments