

Gift Transmittal Form - Organizations



Important: Please print legibly and complete a form for each gift. Attach check and any correspondence/documentation to form. Gifts should be hand delivered to Gift Administration and Reporting, CES 301F. See Instruction sheet for more information or call x45123 for immediate assistance. All new donor record requests and biographical updates should be sent to alumnidata@sdsu.edu before Gift Transmittal Form is submitted.

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| Donor Name and Address Information | |
| Donor Organization (required): | Advance ID # (required) |
| Organization Contact Name | Advance ID # |

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| Gift Information | | | |
| Transaction Type: <input type="checkbox"/> Gift <input type="checkbox"/> Pledge Payment <input type="checkbox"/> New Pledge (see below) | | Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Securities <input type="checkbox"/> Matching <input type="checkbox"/> Other | |
| Total Amount \$ | Credit Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC | Credit Card # (billing address matches address on Advance) | Expiration Date |
| New Pledge Information : Pledge Payment Amount | | Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> <input type="checkbox"/> Semi Annually <input type="checkbox"/> Other | CC Pledge Payments: <input type="checkbox"/> Charge Automatically <input type="checkbox"/> Always Check with Development |
| Giving Code (fundraiser credit) | | Campaign Code | Appeal Code |

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|-------------------------------------|----------------------------------|-------------------|
| Gift Designation Information | | |
| Fund account # (required) | Designated Allocation (required) | Amount (required) |
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| Additional Information |
| Anonymity Does the donor wish to be anonymous? <input type="checkbox"/> Yes <input type="checkbox"/> No The donor does not want to be listed in the official TCF donor honor roll <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In Memory/In Honor Is this gift in honor or in memory of anyone? <input type="checkbox"/> In honor <input type="checkbox"/> In memory <input type="checkbox"/> Notice to: Enter the honoree's name and Advance ID |
| In-Kind Gift If this is an in-kind gift, please describe. |
| Special Instructions/Restrictions Any information not captured above. |

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| Form Prepared and Submitted for Acceptance By | | | |
| Form Prepared by | Email | Date | Phone |
| Department | Development Officer | Development Officer Phone | |