

# 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](mailto:alumnidata@sdsu.edu) before Gift Transmittal Form is submitted.

<b>Donor Name and Address Information</b>	
Donor Organization (required):	Advance ID # (required)
Organization Contact Name	Advance ID #

<b>Gift Information</b>			
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

<b>Gift Designation Information</b>		
Fund account # (required)	Designated Allocation (required)	Amount (required)
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<b>Additional Information</b>
Anonymity Does the donor wish to be anonymous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The donor does not want to be listed in the official TCF donor honor roll <input type="checkbox"/> Yes <input checked="" 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.

<b>Form Prepared and Submitted for Acceptance By</b>			
Form Prepared by	Email	Date	Phone
Department	Development Officer	Development Officer Phone	