**Gift Transmittal Form - Organizations**

*Gift Administration & Reporting*
*University Relations & Development*
*San Diego State University*

**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 [alumndata@sdsu.edu](mailto:alumndata@sdsu.edu) before Gift Transmittal Form is submitted.

### Donor Name and Address Information

<table>
<thead>
<tr>
<th>Donor Organization (required):</th>
<th>Advance ID # (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Contact Name</td>
<td>Advance ID #</td>
</tr>
</tbody>
</table>

### Gift Information

- **Transaction Type:**
  - [ ] Gift
  - [ ] Pledge Payment
  - [ ] New Pledge (see below)

- **Payment Type:**
  - [ ] Check
  - [ ] Cash
  - [ ] Credit Card
  - [ ] Securities
  - [ ] Matching
  - [ ] Other

- **Total Amount $**
- **Credit Card Type**
  - [ ] Visa
  - [ ] MC
  - [ ] AMEX
  - [ ] DISC
- **Credit Card # (billing address matches address on Advance)**
- **Expiration Date**

- **New Pledge Information:**
  - **Pledge Payment Amount**
  - **Frequency:**
    - [ ] Monthly
    - [ ] Quarterly
    - [ ] Annually
    - [ ] Semi Annually
    - [ ] Other

### Gift Designation Information

<table>
<thead>
<tr>
<th>Fund account # (required)</th>
<th>Designated Allocation (required)</th>
<th>Amount (required)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### Additional Information

- **Anonymity**
  - Does the donor wish to be anonymous? [ ] Yes [ ] No
  - The donor does not want to be listed in the official TCF donor honor roll [ ] Yes [ ] No

- **In Memory/In Honor**
  - Is this gift in honor or in memory of anyone? [ ] In honor [ ] In memory
  - 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.

### Form Prepared and Submitted for Acceptance By

<table>
<thead>
<tr>
<th>Form Prepared by</th>
<th>Email</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Development Officer</td>
<td>Development Officer Phone</td>
<td></td>
</tr>
</tbody>
</table>

Form updated 9/2008