

University of Idaho Gift Transmittal Form

Gift Administration Office

Continuing Education Building Room 117
Campus Zip 3147, Moscow, ID 83844-3147
(208-885-6796) or gifts@uidaho.edu

Instructions: Complete this form; attach checks/cash and **copies of all supporting documentation**.
Submit to the Gift Administration Office. Please contact us if you have any questions.

Section I:	Date: _____
College/Department Transmitting Gift: _____	
Department Contact Person: _____	Phone: _____
E-Mail Address: _____	

Section II:	Complete this Section for ALL Gifts - Attach copies of documentation
NOTE: Multiple checks/cash for the same designation may be batched and transmitted with one form; however Section III must still be completed. Indicate "BATCH" in Donor Name section; attach copies of company/individual documentation received with gift. If documentation <u>does not</u> include name, address, company representative name and title, attach additional sheet with the appropriate information listed.	
Donor Name: _____	
Not required if correct address appears on check	Street Address 1: _____
	Street Address 2: _____
	City: _____ State: _____ Zip: _____
If Donor is a company/foundation/organization:	
Representative: _____	Phone Number: (____) _____
Title: _____	

Section III:	Complete this section for CASH gifts
Amount of Gift/Batch Total: \$ _____ Please check if this is a pledge payment <input type="checkbox"/>	
Designation Code (i.e. MF000): _____ Fund Name: _____	
Gift Budget # (i.e. AGN000): _____	
Special Instructions and/or Gift Comments:	
Other Budget # (If other than gift budget, i.e. AGY000): _____ Other Budget Name: _____	
OR Named Scholarship Gift	
For the _____ Scholarship, _____ (Fund #, e.g. D37xxx, D39xxx, U56xxx)	
Is this an Honor/Memorial Gift? If YES , list individual's name: _____	
(If cash was received, please attach a list of donor names and addresses to this form)	

Section IV:	Complete this section for NON-CASH gifts
Please circle the gift value: No Declared Value Donor's Declared Value Appraised Value	
If Donor's Declared Value , list Amount Declared: \$ _____	
If Appraised Value is listed, gift must be approved by the Gift Acceptance Committee - Contact the Development Office	
Gift-In-Kind Designation Code (i.e. V1xxx): _____ Department Receiving Gift: _____	
Detailed Description of Gift (include Serial/Model numbers): If you need more space, please attach sheet(s)	

Gift Location: _____ (for property inventory purposes)	

Section V:		
Signatures as required by College/Department:		
Approved College/Department Signature	Date	Secondary Signature (if needed)
Date		