

GIFT TRANSMITTAL FORM
Virginia Commonwealth University
And Associated Foundations

PLEASE DEPOSIT DONATION TO: (check one)

MCV Foundation (deliver to 1012 East Marshall)

VCU Foundation (Advancement Cash Operations - 828 West Franklin)

Virginia Commonwealth University (6-ledger accounts only) (Advancement Cash Operations - 828 West Franklin)

Gifts should be delivered to the Advancement Cash Operations Office or the MCV Foundation Office.

DEPOSIT TO (Fund name & account number): _____

SOLICITATION CODE: _____ **CAMPAIGN YEAR** _____
(Will be considered UNKNOWN if not filled in)

PURPOSE OF GIFT (Further restriction - comment, program name, In Memory of, In Honor of, etc):

\$AMOUNT: _____ **# OF GIFTS INCLUDED** _____

HAVE ANY GOODS OR SERVICES BEEN PROVIDED IN CONSIDERATION OF THIS GIFT? **Yes** **No**
IF YES, WHAT IS TRUE VALUE OF THIS GIFT? \$ _____

DONOR (Who gets receipt for gift): _____

CONTACT NAME/COMPANY NAME (If applicable): _____

STREET ADDRESS OR P. O. BOX: _____

CITY, STATE & ZIP: _____

PHONE #(_____) _____

APPROVAL: _____ **DATE:** _____
Development Officer Signature

PREPARER: _____ **EXTENSION:** _____
Print Name

SCHOOL/AREA: _____

If transmitting more than one gift per transmittal form, please supply a typed list of donors with acknowledgement address, associated Samounts, solicitation code, & purpose.

Enclose ALL material (such as a letter from the donor, the envelope the donation was received in, etc.) which verifies biographical information pertaining to the donor or information pertaining to the purpose of the gift. Please call 8-2043 (Advancement Cash Operations) or 8-9734 (MCV Foundation) if you need additional information.

The original of this completed form should accompany the gift; please retain copy for your files.