

# UT Foundation Gift Transmittal

Date: \_\_\_\_\_

Form completed by Name: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

## Donor & Designation Information:

Attached find:  Checks  Cash  Credit Card (info attached) Grand Total of  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Donor's Name \_\_\_\_\_

Corporate Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Gift is made in honor / memory of: (circle one) \_\_\_\_\_

Send notification of gift to: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

For deposit in the following account (Use one form per account designation. Use separate sheet if necessary.):

Fund Name/Account Number: \_\_\_\_\_

## The following conditions apply to this gift:

- Outright Gift
- Pledge Payment (Choose one of the following):
  - New pledge; pledge form attached  Apply to existing pledge as previously set up
  - Apply to existing pledge with changes to designation (donor documentation attached) \*Required
- There is value received of this gift in the amount of: \$ \_\_\_\_\_
- Non-gift income; payment for the following purpose \_\_\_\_\_
  
- Gift is establishing a new fund:
  - Account control sheet is attached/pending (circle one).
  - Fund agreement is attached/pending (circle one).

**ALL ORIGINAL DOCUMENTATION SHOULD BE SENT WITH GIFT!**