



Gift Transmittal Form

Please submit this form to the Foundation, along with payment and **pertinent documentation** such as a pledge remittance or event details. Please complete **each** section of form. [Click here for additional instructions.](#)

CONTRIBUTION SUMMARY (please use one form per fund designation)

Cash Total	Check Total	Credit Card Total <small>*(provide cc details)</small>	Grand Total of Deposit
\$ _____	\$ _____	\$ _____	\$ _____

**Please deliver cash to Foundation Office. Please phone-in or deliver credit card details to Foundation Office (not via email / interoffice mail)*

DONOR INFORMATION

Donor Name _____ Donor ID _____

Corporate Contact _____ Title _____

Address _____ City/State/Zip _____

FUND DESIGNATION SUMMARY

Fund Name _____	Fund Number _____
New outright gift <small>(100% charitable)</small>	
New partially-charitable gift <small>(Indicate the dollar value of goods/services the donor received in connection with the contribution or the event premium code)</small>	\$ _____ <small>(value received) (event premium code)</small>
New non-charitable gift <small>(describe purpose/attach event flyer)</small>	_____
Pledge payment <small>(indicate pledge number or attach donor's remittance device)</small>	_____

*Use separate transmittal forms for **New Pledges**, **Gifts-in-Kind** and **Planned Gifts***

ADDITIONAL INFORMATION (if applicable)

Gift is made in _____ honor of _____ memory of _____ Name/ID _____
Address _____ City/State/Zip _____

Send gift memorial gift notification to Name/ID _____
Address _____ City/State/Zip _____

Appeal code _____ **Solicitation Plan No.** _____

Gift is establishing a new fund Fund name _____
* Account control sheet is: Attached Pending * Fund agreement is: Attached Pending

Other instructions _____
(e.g., anonymous requests, internal gift/notes, text such as event name for registrations, etc.)

FORM PREPARER CONTACT INFORMATION

Form completed by _____ Date _____

Title _____ Department _____

Phone _____ Email _____

Deliver form, required documentation, and deposit to:

Gift Processing • The University of Toledo Foundation • 4510 Dorr Street, MS 820 • Toledo, OH 43615

5/28/20