

# GIFT TRANSMITTAL AND ACKNOWLEDGMENT

WSU FOUNDATION  
GIFT ACCOUNTING  
TOWN CENTRE 201  
PULLMAN WA 99164-1927  
(509) 335-1686

Use this form to report monetary gifts. See BPPM 30.70 for instructions. Report noncash gifts using the Noncash Gift Transmittal and Acknowledgment form.

FORM PREPARATION AND SUBMITTAL			
CONTACT NAME		DEPARTMENT	DATE
CONTACT TELEPHONE	CONTACT E-MAIL ADDRESS	PREPARER SIGNATURE	
<input type="checkbox"/> FUNDS RECEIVED BY GIFT ACCOUNTING		GIFT ACCOUNTING REPRESENTATIVE SIGNATURE	

DONOR INFORMATION (Name on check)			
WSU ID	NAME (First, middle initial, last)	E-MAIL ADDRESS	
SPOUSE NAME	SPOUSE E-MAIL ADDRESS	TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP CODE

COMPANY INFORMATION (Complete for company donations)			
WSU ID	COMPANY NAME	ACKNOWLEDGMENT PERSON/TITLE	
ADDRESS			E-MAIL ADDRESS
CITY	STATE	ZIP CODE	TELEPHONE NUMBER

ASSOCIATED CREDIT	
NAME	TITLE/AFFILIATION TO COMPANY

GIFT INFORMATION				
ACCOUNT (BUD./PROJ.)	GIFT AMOUNT \$	ACCOUNT (BUD./PROJ.)	GIFT AMOUNT \$	ANONYMOUS? <input type="checkbox"/> YES
SOLICITATION TYPE*	TRANSACTION TYPE*	PAYMENT TYPE*	APPEAL CODE	
SPECIAL INSTRUCTIONS FOR CASH GIFTS	<input type="checkbox"/> MEMORY** NAME:	<input type="checkbox"/> HONOR**	BANK CARD EXP. DATE	
			BANK CARD ACCOUNT NUMBER	

\*Click arrow to activate menu of choices.

\*\*Provide the name of the person in whose memory or honor the gift is given.

ACKNOWLEDGMENT INSTRUCTIONS (For gifts of \$10,000 or above)			
NAME/TITLE OF PERSON RECEIVING ACKNOWLEDGMENT LETTER (If different than above)			GIFT USE (Check all that apply) <input type="checkbox"/> SCHOLARSHIPS <input type="checkbox"/> RESEARCH <input type="checkbox"/> TEACHING <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> OTHER (Explain below)
ADDRESS			
CITY	STATE	ZIP CODE	
ADDITIONAL INFORMATION (To help Donor Relations with acknowledgment letter content, include business cards or corporate information if available. If gift is in memory or honor of someone, indicate the name and address of the person to be acknowledged below.)			
RESTRICTIONS (Indicate if the gift is restricted by the donor and the details of the restriction.)			

Route original and one copy of Gift Transmittal to Gift Accounting or the applicable campus drop-off site.  
Attach ALL documentation received for any type of gift.