

GIFT TRANSMITTAL AND ACKNOWLEDGMENT

Office Use Only

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

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

FORM PREPARATION AND SUBMITTAL

CONTACT NAME		DEPARTMENT	DATE
CONTACT TELEPHONE		CONTACT E-MAIL ADDRESS	
PREPARER 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
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GIFT INFORMATION

GIFT ID	Expendable Endowment	GIFT AMOUNT \$	GIFT ID	Expendable Endowment	GIFT AMOUNT \$	ANONYMOUS? YES
SOLICITATION TYPE*		TRANSACTION TYPE*	PAYMENT TYPE*		APPEAL CODE	
SPECIAL INSTRUCTIONS FOR CASH GIFTS		MEMORY OF**	HONOR OF**	For bank card donations, please call 509-335-1686 or attach the hard copy the donor provided to this form when submitting. DO NOT type or write the credit card number on this form.		
		WSU ID/NAME:		PLEDGE NUMBER(S)		

*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)			
ADDRESS	CITY	STATE	ZIP CODE

ADDITIONAL INFORMATION (To help WSUF Stewardship office 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 or BENEFITS RECEIVED (Provide details of restriction, or Fair Market Value if benefits were received.)

Route transmittal, with ALL documentation received for any type of gift, to Gift Accounting or use a campus drop-off site.