

Check, Cash, or In-Kind

DONOR INFORMATION

As printed on check

Donor's Full Name with Title _____

Donor Company _____

Mailing Address _____

City, State, Zip _____

*Official Acceptance Letter goes to the entity (maker of check) who releases funds to the University
County Director to officially accept gift if it is \$20,000.00 or less and if gift is not for CD's program*

**DONOR REPRESENTATIVE
INFORMATION**

*Complete if different from
donor check information*

Donor Representative Name _____

Representative's Address _____

Representative's City, State, Zip _____

PI to acknowledge/thank donor & may be sent to Donor Representative

Acknowledgement/thank you letter sent? Yes _____ No _____

RECIPIENT INFORMATION

Recipient (PI) _____

County/REC/Statewide Program _____

Gift Amount/ In-Kind Amount (as designated by donor) _____

Date Check, Cash, or In-Kind Received _____

Check Date _____

Check Number _____

If received between December 20 & January 20, Date of Postmark, include envelope _____

Deposit Designation:

GL/PPM	Entity	Fund	Financial Dept.	Natural Acct.	Purpose	Program	Project	Activity	Task

New account number is requested:

PURPOSE OR DESCRIPTION OF GIFT

Principal Investigator: _____

Director Approval: _____

Date: _____

Date: _____

Submit the following documents:

- 1) Original Donor Letter** **2) PI's Thank You letter to donor (optional)** **3) CD's Acceptance Letter for donations < or = \$20,000.00**
- 4) Check copy (routing #'s redacted)** **5) Various Donors Info Sheet (if applicable)** **6) Original Completed 700-U (if applicable)**

BOC use only _____ CD Accepts _____ EDDS Accepts _____ Other Accepts _____ No Donor Letter