

**Gift Accounting Use Only***Please attach Supporting Gift Documentation*

Batch # _____

GIFT ENTRY INFORMATION/RECEIPT FORM

Completed By: _____ Campus Address: _____ Department: _____ Phone: _____

Donor Name Include Address Information	FUND #	Indicate Gift Amount Check Appropriate Boxes Include Credit Card Information	Solicitation Code (see key)	Additional Information: (Thank you, Contact Name, Other instructions)
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa / MC \$ _____ -		
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		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa / MC \$ _____ -		
		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa / MC \$ _____ -		
		Page Total : \$ _____ -		

SOLICITATION CODE KEY:	Honorarium: MH002	In Memory: MH001	Special Project: SP001	Other: Explanation Required
	General: GE002	Direct Mail: DM013	Pclub: P___ (also, include pledge amount for new Pclub)	

****Submit 1 copy along with gift documentation.**