

GIFT & PLEDGE ADJUSTMENT FORM

|  |
| --- |
| **Donor Information:**  |
| Donor Name |       | Banner ID       |
| **Requester Information:** |
| Requested By |       | Request Date       |
| Department |       | Phone Number       |
| **CURRENT GIFT INFORMATION:** | **CURRENT PLEDGE INFORMATION:** |
| [ ]  Request a Gift Adjustment  | [ ]  Request a Pledge Adjustment |
| Gift Number  |       | Pledge Number |       |
| Gift Date |       | Original Pledge Date |       |
| Total Amount of the Gift  | $      | Total Amount of the Pledge | $       |
| Designation |       | $      | Designation |       | $       |
| Designation |       | $      | Designation |       | $       |
| **adjustment requested:** | **Adjustment REQUESTED:** |
| [ ]  **VOID & Post** to correct Banner ID:       | [ ]  **VOID & Post** to correct Banner ID:       |
| [ ]  Make payment on \*Pledge Number: \**Provide the pledge number*  | [ ]  VOID [ ]  CANCEL [ ]  MARK PAID [ ]  \*REDUCE\**Enter NEW pledge total in the Adjust Pledge Amount section* |
| [ ]  Extend SOFT CREDIT to Banner ID:       | [ ]  Extend SOFT CREDIT to Banner ID:       |
| [ ]  Adjust GIFT **AMOUNT** to: $       | [ ]  Adjust PLEDGE **AMOUNT** to: $        |
| [ ]  Adjust GIFT **DATE** to:       | [ ]  Adjust PLEDGE **DATE** to:        |
| [ ]  Adjust GIFT **TYPE** to:       | [ ]  Adjust PLEDGE **TYPE** to:       |
| [ ]  Adjust **DESIGNATION** to: |       | $      | [ ] Adjust **DESIGNATION** to: |       | $      |
| [ ]  Adjust **DESIGNATION** to: |       | $      | [ ] Adjust **DESIGNATION** to: |       | $      |
| [ ]  Other: **MUST complete comment section** | [ ]  Other: **MUST complete comment section** |
| **Adjustment Comments:** |
|       |
|       |
|   |
| **Advancement Services Department Use ONLY** |
| **Advancement Services Manager Approval Signature**  |  | **Date** |  |
| **Advancement Services Giving Specialist Signature**  |  | **Date** |  |

Submit completed form to: **KSU Foundation**

CPAE • 350 S. Lincoln, Kent OH 44242 • gifts@kent.edu • Fax: 330-672-3049 •Phone: 330-672-GIFT