

GIFT TRANSMITTAL FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DONOR INFORMATION | | | | | | | | | | | | | | | | | | | | | |
| Donor Name | | | |  | | | | | | | | | | | Banner ID | | |  | | **Create** | |
| Spouse/Partner Name | | | |  | | | | | | | | | | | Banner ID | | |  | | **Create** | |
| Donor Address | | | |  | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | Phone No | | |  | | Business Cell | |
| Donor Email and Website | | | |  | | | | | | | | Business Web | | |  | | | | | Business Web | |
| **In Memory of** | | | | Name | | | |  | | | | | | | Banner ID | | |  | | | |
| **In Honor of** | | | | Name | | | |  | | | | | | | Banner ID | | |  | | | |
| **Extend Soft Credit to** | | | | Name | | | |  | | | | | | | Banner ID | | |  | | | |
| **ANONYMOUS: WILL NOT receive pledge reminders, acknowledgement letters, or be acknowledged on lists associated with the gift**  **CONFIDENTIAL: WILL receive pledge reminders, acknowledgement letters, and will be acknowledged on lists associated with the gift** | | | | | | | | | | | | | | | | | | | | | |
| GIFT INFORMATION | | | | | | | | | | | | | | | | | | | | | |
| Transaction Type | **NEW Gift**   **Pledge Payment #****(pledge number)** | | | | | | | | | | | | | | | | | | | | |
| Gift Amount | $ | | | | | | Date | |  | | Cash  Check  Credit Card  Stock  GIK  OTHER | | | | | | | | | | |
| Credit Card No |  | | | | | | | | | | Exp. Date | |  | | | | | | | | |
| GIK Description |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | |
| Was this Gift In Kind accepted for the purpose of being sold or auctioned?  YES | | | | | | | | | | | | | | | | | | | | | |
| DID THE DONOR RECEIVE GOODS OR SERVICES IN EXCHANGE FOR THEIR GIFT? | | | | | | | | | | | | | | | | | | | | | |
| YES (Provide Description)       Fair Market Value of goods or Services received $ | | | | | | | | | | | | | | | | | | | | | |
| Designation Information | | | | | | | | | | | | | | | | | | | | | |
| $ | Designation # | | | |  | | | | | Designation Name | | | |  | | | | | | | |
| $ | Designation # | | | |  | | | | | Designation Name | | | |  | | | | | | | |
| **Does this gift require a NEW designation be created?** | | | | | | | | | | | | | | | | | | | | | |
| **ENDOWMENT—(draft/completed)** *Memorandum of Understanding* **must be submitted to the Foundation**  **NON ENDOWED—(draft/completed)** Gift Intention form or **completed** Spendable Fund Form **must be submitted to the Foundation**  **NAMING AGREEMENT—(draft/completed)** Naming Agreement **must be submitted to the Foundation**  **ANNUITY**—Charitable Gift Annuity (CGA) contract – partner with the Foundation and Center for Gift and Estate Planning | | | | | | | | | | | | | | | | | | | | | |
| Is the donor employed by a mATCHING GIFT Company? | | | | | | | | | | | | | | | | | | | | | |
| Company Name | |  | | | | | | | | | | | | | | Banner ID | | |  | | |
| Acknowledgement and Special Instructions - Use information below for acknowledgement purposes | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | Phone | | | | |  | | |
| Advancement Officer | | | Name | | |  | | | | | | | | Banner ID | | | | |  | | |
| Submitted By | | | Name | | |  | | | | | | | | Phone | | |  | | Submit Date | |  |

Submit completed form along with all supporting documents to**: KSU Foundation**

CPAE • 350 S. Lincoln, Kent OH 44242 • [gifts@kent.edu](mailto:gifts@kent.edu) • Fax: 330-672-3049 • Phone: 330-672-GIFT (4438)