

**UC DAVIS FOUNDATION
CAMPUS GIFT ACCEPTANCE REPORT
UCDF 100-4 INSTRUCTIONS**

DEPOSIT INSTRUCTIONS: Complete form and submit entire gift form to the Gift Administration Office with donor checks.

1. DONOR NAME Enter the name of the legal owner of the gift being transferred. If several donations (each under \$1,000) are being submitted to a single fund number, type "VARIOUS" in Item 1. You do not need to prepare a separate form for each gift. Prepare and attach a Various Donors Information Sheet (VDIS) to gift form. Refer to P&P 260-25 for exhibit of the Various Donors Information Sheet.

2. ADDRESS OF DONOR Enter the address of the donor.

3. SOFT CREDIT NAME Enter the name of the individual(s) to receive recognized credit (not legal credit, IRS tax credit).

4. ADDRESS OF SOFT CREDIT DONOR Enter the address of the donor.

5. CREDIT CARD Indicate whether a credit card transaction(s) must occur.

6. SCHOOL/COLLEGE/OTHER Enter the name of the school, college or program, etc. that the benefiting department is in.

7. NEW PLEDGE/ PAYMENT Indicate whether a new pledge or if the donation is to be applied to an already existing pledge.

8. DEPARTMENT NAME This is the name of the benefiting department, division or program of the donation.

9. DONOR INSTRUCTIONS WISHES The purpose/use of donation as stated by the donor ONLY. The University is legally bound to comply with donor's wishes. Quote from written donor correspondence should be stated. Notations on the check are considered donor instructions as well as e-mails and envelopes. All donations must have some form of donor instructions before acceptance can occur.

10. DONOR REQUESTS CONFIDENTIALITY Requests for confidentiality must originate with the donor and must be in writing.

11. ACKNOWLEDGMENT Indicate whether acknowledgment letter is attached or will be sent to Gift Administration at a later date. To be tax deductible to the donor, gifts of \$250.00 and above must be acknowledged by the benefiting department by letter, card or receipt (Per IRS regulations). The acknowledgment for cash gifts must state amount of gift, date received, and reiterate the donor's instructions/wishes, and state whether any goods or services were provided in exchange for the gift. As of October 2004 the gift fee statement must be included in all acknowledgment letters, refer to P&P 260-50.

12. TYPE OF USE The type of fund the gift will benefit and in relationship to the Foundation fund number indicated on the form.

13. SOURCE OF GIFT FEE Select the option of how the gift fee will be assessed. If Discretionary is selected enter the Dean's Discretionary DaFIS account and obtain the Dean's signature of approval, refer to P&P 260-50.

14. DATE RECEIVED The received date is the date the first University office or representative received the donation by mail or in person. Immediately date stamp all donor correspondence. If correspondence or copies of checks are delivered to the gift processor without date stamps, the gift processor should use a date of three days from the check date. If you are preparing a various donors information sheet, type month and year received.

15. GIFT PLEDGED The amount the donor has pledged in writing to donate in the future and/or over a period of time. The terms should be specified in box #9, i.e., the exact amount of payments, intervals of payment, and when the pledge will be fulfilled. The gift form is processed with or without a payment.

16. GIFT RECEIVED The amount the donor has donated.

17. Fund Name The name of the fund the money is to benefit.

18. DaFIS Account The account the funds should be transferred to if the Foundation fund is a current use fund. Also, if a check is made payable to UC Davis Foundation in error and the UC Davis Foundation does not have an already established fund. **Foundation Fund #** a six digit fund number for an existing UC Davis Foundation fund provided by the Foundation accountant.

19. Suspense Restricted If check was made payable to UC Davis Foundation in error or donor correspondence states a Regents account select yes. Funds will be deposited to the UC Davis Foundation and transferred to the appropriate DaFIS account noted on the form.

20. FORM PREPARED BY AND/OR CONTACT PERSON Enter the name, department, and complete telephone number of the department contact person to whom questions can be directed.

21. SUBMITTED FOR ACCEPTANCE BY Enter the name and title of the individual designated to submit gifts for acceptance.

IF YOU HAVE ANY QUESTIONS REGARDING GIFT PROCESSING ISSUES, PLEASE CONTACT GIFTS ADMINISTRATION AT 754-1133.