

**CAMPUS GIFT ACCEPTANCE REPORT**

UDEV 100-3 (R10/04) 71461-257

**Gift Administration Use Only**

AIS Batch # \_\_\_\_\_

AIS Entity # \_\_\_\_\_

AIS Receipt/Gift # \_\_\_\_\_

1. <b>DONOR NAME</b> (Last, First, Middle Initial)			DaFIS DOCUMENT #	
2. <b>ADDRESS OF DONOR</b> (Street, City, State, Zip Code or Country)			5. <b>DONOR REQUESTS CONFIDENTIALITY</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
			6. <b>BENEFITING SCHOOL/COLLEGE/OTHER</b>	
			7. <b>DEPARTMENT NAME</b>	
3. <b>DEPOSIT PREPARED BY</b>	<b>Phone No.</b> (X-XXXX)	<b>DEPOSIT AMOUNT</b>	8. <b>FORM OF ACKNOWLEDGEMENT</b> <input type="checkbox"/> Letter <input type="checkbox"/> Card <input type="checkbox"/> Receipt	
9. <b>DONOR INSTRUCTIONS/WISHES</b> (As stated by Donor) <b>DESCRIPTION OF PROPERTY</b> (If Gift In Kind)				
<h1>SAMPLE</h1>				
9a. <b>TYPE OF USE</b> <input type="checkbox"/> Endowed Use <input type="checkbox"/> Current Use		9b. <b>SOURCE OF GIFT FEE</b> <input type="checkbox"/> Gift-Deduct fee from the gift <input type="checkbox"/> Donor- The donor contributed an additional 6% to cover fee <input type="checkbox"/> Discretionary - The Dean/Vice Chancellor has elected to pay the fee from the following discretionary account DaFIS Account\$ _____ Dean/Vice Chancellors Signature _____ <input type="checkbox"/> Earnings- or gifts of \$100,000 or more. Approval letter Signed by Vice Chancellor, University Relations attached. <input type="checkbox"/> No Fee - Chancellor's approval exception - An exemption letter signed by the Chancellor attached.		
10. <b>DATE RECEIVED</b>	11. <b>GIFT PLEDGED</b>	12. <b>GIFT RECEIVED</b>	13. <b>GIFT-IN-KIND (VALUE)</b>	<b>GIK ESTABLISHED BY</b> <input type="checkbox"/> Donor <input type="checkbox"/> Dept. <input type="checkbox"/> Other
14. <b>DEPARTMENTAL INSTRUCTIONS TO EXTRAMURAL ACCOUNTING</b> FUND NAME:			15. <b>LEGACY ACCTOUNT/FUND NO:</b> DaFIS ACCT. NO.	
16. <b>FORM PREPARED BY/CONTACT PERSON</b> (Type Name)			<b>DEPARTMENT &amp; PHONE NO.</b>	<b>DATE</b>
17. <b>SUBMITTED FOR ACCEPTANCE BY</b> (Type Name/Signature)			<b>TITLE</b>	<b>DATE</b>
18. <b>ATTACHED 700U IF DONOR SPECIFIED PI OR RESEARCH PROJECT</b> <b>DIRECT QUESTIONS TO OFFICE OF RESEARCH</b>				
<b>UNIVERSITY RELATIONS (TO OR)</b> <input type="checkbox"/> GIFT <input type="checkbox"/> 700U <b>DATE:</b>		<b>OFFICE OF RESEARCH (TO UR)</b> <input type="checkbox"/> GIFT <input type="checkbox"/> NOT GIFT <b>DATE:</b> <b>INITIALS:</b>		
<b>ACCEPTANCE BY</b> (Type Name/Signature) Melissa Ivanusich			<b>TITLE</b> Gift Administration, Manager	<b>ACCEPTANCE DATE</b>
OFFICE OF RECORD				