

Gift Transmittal (For Departmental Term Gifts)



Instructions

This form is to be completed for transmittal of all term gifts, grants, and pledges, excluding Annual Giving gifts, and sent to the appropriate office within 24 hours of receipt.

Send Gifts, Grants and Pledges from Individuals to: Alumni and Donor Records, 100 Overlook Center, Suite 300, Attn: Helen Hardy (609) 258-8283

Send Gifts, Grants and Pledges from Institutions to: Corporate Engagement and Foundation Relations (CEFR), New South, 5th Floor, Attn: Jessica Pilotti (609) 258-3277

DONOR/ORGANIZATION NAME	AMOUNT OF GIFT	DATE RECEIVED
STREET ADDRESS		
CITY	STATE	ZIP

In Memory Of: In Honor Of:

ChartField Information

Please complete either the Existing Fund or New Fund section below. In either section, you must provide the five digit Department, the B-Fund (if existing), and, if applicable, the Program and/or Project. For Program and Project, please indicate "N/A" if not applicable. If the gift is less than \$50,000 and has no reporting requirements or restrictions other than it be used by a certain Department, then Fund B0001-Department Discretionary Gifts will be used. For more information please see the **Accept, Document, and Track Gifts** website.

Existing Fund Name:

DEPARTMENT	FUND	PROGRAM	PROJECT
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New Fund - Requested Name:

DEPARTMENT	FUND TYPE B. Expendable Gift	PROGRAM	PROJECT
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Checklist

THE FOLLOWING CHECKLIST MUST BE COMPLETED:

- Payment Type:
 - Cash or check made payable to the Trustees of Princeton University
 - Credit Card, Wire Transfer or Marketable Security (contact Helen Hardy, (609) 258-8283 for assistance)
- Donor letter/envelope is attached
- Purpose support and other applicable correspondence attached
- Matching gift information is attached
- Special Instructions/Comments (Required if donor letter or other applicable correspondence is not attached)

Submission & Approval

REQUIRED. Approver agrees to review this term gift fund (B-Fund) on a regular basis to avoid overspending and to ensure monies are spent in a timely manner. A deficit balance (negative spendable balance) on a term gift fund may not be maintained when no further gifts on the fund are expected.

NAME OF EMPLOYEE COMPLETING FORM	DEPARTMENT	
EMAIL ADDRESS	PHONE NUMBER	DATE
DEPARTMENT APPROVER NAME	DEPARTMENT APPROVER SIGNATURE	
DEPARTMENT APPROVER TITLE	DATE	

- Form is not to be used to transmit information pertaining to gifts in kind.
- For gifts received from corporations/foundations, contact CEFR to determine what type of Fund should be established.