



GIFT RECEIPT FORM

Department brings completed form to the Office of Development

Section A - Department Information

Department name: Prepared by: Date:

(If completing manually, please print clearly.) (If completing manually, please print clearly.)

|               |      |
|---------------|------|
| TOTAL AMOUNT: | \$ - |
|---------------|------|

Section B - CASH / CHECKS

| FRS Account #:<br>6 - digits   | DONOR<br>Name | DESIGNATION<br>Purpose of money received | PAYMENT |          |                           | AMOUNT |         |       |
|--|---------------|--|---------|----------|---------------------------|--------|---------|-------|
|  |               |  | Type °  | Detail † | Date CH Rec<br>Date on CK | Gift * | NonGift | Total |
| 1 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| 2 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| 3 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| 4 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| 5 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| 6 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| 7 - - - - -  |               |  | CH / CK | CK #     | / /                       | \$     | \$      | \$ -  |
| Total Checks and Cash From Page 2  |               |  |         |          |                           | \$ -   | \$ -    | \$ -  |
| Electronic format auto-populates Page 1. Hard copy form requires user to manually populate Page 1. TOTAL Section B |               |  |         |          |                           | \$ -   | \$ -    | \$ -  |

Section C - CREDIT CARDS / SECURITIES / WIRE TRANSFERS

| FRS Account #:<br>6 - digits   | DONOR<br>Name | DESIGNATION<br>Purpose of money received | PAYMENT    |          |                  | AMOUNT |         |       |
|--|---------------|--|------------|----------|------------------|--------|---------|-------|
|  |               |  | Type °     | Detail † | Date of CC/WR/SC | Gift * | NonGift | Total |
| 1 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| 2 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| 3 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| 4 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| 5 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| 6 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| 7 - - - - -  |               |  | CC /WR /SC |          | / /              | \$     | \$      | \$ -  |
| Electronic format auto-populates Page 1. Hard copy form requires user to manually populate Page 1. TOTAL Section C |               |  |            |          |                  | \$ -   | \$ -    | \$ -  |

**Payment Legend**  
Circle Type | Enter Detail †  
CH = Cash - n/a  
CK = Check - include check #  
CC = Credit Card - enter V = VISA, MC = MasterCard,  
AmEx = American Express or Dis for Discover  
WR = Wire Transfer - include reference #  
SC = Security - include security name  
SubCode for Gifts \* -0420 for 6, 7, 9 ledger accts, 0410 for Stevens Fund, 4110 for endowed accts

For Office of Development Use Only

Accepted By: \_\_\_\_\_

Process Date: \_\_\_\_\_

Notes: \_\_\_\_\_

|                    |      |      |      |
|--------------------|------|------|------|
| TOTAL Sections B&C | \$ - | \$ - | \$ - |
|--------------------|------|------|------|

**GIFT DEPOSIT FORM - Cont.**  
**Additional Cash and Check Deposits**

**Cont. Section B - CASH / CHECKS**

|    | FRS Account #: | DONOR | DESIGNATION | PAYMENT |                           |                   | AMOUNT                              |                           |        |         |
|----|----------------|-------|-------------|---------|---------------------------|-------------------|-------------------------------------|---------------------------|--------|---------|
|    | 6 - digits     |       |             | Name    | Purpose of money received | Type <sup>o</sup> | Detail <sup>†</sup>                 | Date CH Rec<br>Date on CK | Gift * | NonGift |
| 8  | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 9  | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 10 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 11 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 12 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 13 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 14 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 15 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 16 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 17 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 18 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 19 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 20 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 21 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 22 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 23 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 24 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 25 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 26 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 27 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 28 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 29 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 30 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 31 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 32 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
| 33 | - - - - -      |       |             | CH / CK | CK #                      | / /               | \$                                  | \$                        | \$ -   |         |
|    |                |       |             |         |                           |                   | <b>Total Cash and Checks Page 2</b> | \$ -                      | \$ -   | \$ -    |

Electronic format auto-populates Page 1 with totals. Hard copy form requires user to manually populate Page 1.