



GIFT REPORTING AND TRANSMITTAL FORM

OFFICE OF UNIVERSITY DEVELOPMENT
GENERAL INFORMATION

Date of Gift _____ Gift Value _____ Discounted Present Value _____

Matching Gift Form Attached

Gift Description (Use Separate Sheet If Necessary)

Cash/Check Gift-in-Kind Securities Other (Specify) _____

Provide Cash Journal/Journal Entry Document # for Cash Gifts: _____

Benefit _____ Value _____

Benefit _____ Value _____

IRS TAX DISCLOSURE REQUIREMENT: Describe goods or services provided when the value of the goods or services will exceed the 2% safe harbor limitation and the gift is in excess of \$75.

DONOR INFORMATION

CORP/FDN/ASSOC ID # _____ Provide Full Name _____

Individual Spouse/Partner Name _____

Enter complete address:

If Individual, select one:

Joint Gift (spouse/partner)

Individual

ALLOCATION INFORMATION

Description of Gift Purpose	Pledge Payment Y or N	Amount	Allocation Code	Cost Object Type	Cost Object Name	Cost Object Number	Appeal Code	Trans Type

ACKNOWLEDGMENT INFORMATION

Name and title for Corporation, Foundation, or Association Acknowledgment:

GIFT-IN-KIND DETAILED INFORMATION

Real Estate Medical/Scientific Equipment

ACCEPTING UNIVERSITY ENTITY (must be completed by Office of Gift Planning)

New Used

Other - Specify in Gift Description Area

Campus Location _____ College/ Admin. Unit _____ Department _____

APPRAISAL INFORMATION

Appraisal Summary Attached Yes No

Required if appraised value is \$5000 or greater

If multiple items, costs must be annotated for each item

IRS Form 8283 attached Yes No

Gift Value established by:

Donor Name _____

Other (Name) Title _____

SPECIAL HANDLING INSTRUCTIONS

NOTE: Copies of all acknowledgement letters, donor correspondence, and backup information must be sent with this completed form to Donor & Member Services, Office of University Development, One Old Main, University Park, PA 16802.

PROPERTY INVENTORY DEPT. USE ONLY

Form Prepared By (Printed Name): _____ Date _____

Gift Form Number _____ PSU Email: _____ Phone Number _____