

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)

Gift Type: _____ Cash Deposit Journal
If other, specify _____ Entry # for Cash Gifts: _____

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.

Benefit _____ Value _____

Benefit _____ Value _____

DONOR INFORMATION

Donor Type _____ ID # _____

Donor Full Name _____

Spouse/Partner Name _____

Enter complete address:

ALLOCATION INFORMATION

Description of Gift/Purpose	Pledge Payment	Transaction Type	Allocation Code	Appeal Code	Amount

ACKNOWLEDGMENT INFORMATION

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

NOTE: Copies of all acknowledgement letters, donor correspondence, and backup information must be sent with this completed form to Donor & Member Services, 2583 Gateway Drive, Suite 130, Bristol Place One, State College, PA 16801

SPECIAL HANDLING INSTRUCTIONS

FORM PREPARED BY:

Name _____ PSU Email: _____

Date _____ Phone Number _____

Campus Location _____ Business Area # _____ Department _____

OFFICE OF UNIVERSITY DEVELOPMENT NOTES: