



University Gift Processing

#### Notification of Gift Form

Date: 8/13/15 Full Name of Person Preparing this Form:

Date of Gift:  Campus Box #:  Phone #: **Receipt To:**

###### Donor Information

Advance ID#: Donor Name:

(*If donor is an organization, indicate the primary contact person below*)

|  |  |
| --- | --- |
| Contact Name:   | Street:  |
| Contact Title:   | City:  |
| Phone #:   | State:  Zip Code: **E-mail:** |

Gifts of Cash

 **Description:**

 This section must be completed for all cash gifts deposited to a University Gift Account.

 **For proper recording and tax receipt preparation, please include a copy of the check, deposit slip, & all**

 **supporting documentation received with the gift of cash.** In order to comply with Federal law, the

followinginformation must be provided.

 Amount:  FAS# and Object Code:

 Date of Gift:  Departmental Contact:

 Date of Deposit:  College/Department

 or Foundation Receiving Gift:

 **Purpose/Use of Gift:**

 Please indicate the purpose or use of the gift:

 If other, please specify:

### Gifts of Property

 **Description:**

 This section must be completed for all non-cash gifts received for NC State or any of its affiliated foundations.

**For proper recording and tax receipt preparation, please include a copy of the appraisal & all**

 **Supporting documentation received with the gift of property.** In order to comply with Federal law, the

following information must be provided.

 General description of the property received:

 Value of Gifts:  Value Determined By:

 College/Department

 or Foundation Receiving Gift:

 For auditing purposes, include physical location of property and how it will be used:

Receipt Information

 **Description:**

 **In order to comply with Federal law, the following information must be provided:**

 Did the donor receive anything in exchange for their gift? **[ ]**  Yes **[ ]** No

 (If yes above) Of what fair market value was the benefit received by the donor?

Gift Assessment Information

 **Description:**

 **If checked, signature below is required prior to submitting form to Alumni & Donor Records:**

 **[ ]** One time exemption from gift assessment

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 Vice Chancellor for University Advancement Date