

# Gift/Pledge Transmittal Form

➔ Prepared by \_\_\_\_\_

Phone (919) \_\_\_\_\_

☐ One-time exemption from gift assessment

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

Vice Chancellor for University Advancement

Date \_\_\_\_\_

➔ Donor information

Advance ID # \_\_\_\_\_

Name \_\_\_\_\_

Appeal code \_\_\_\_\_

Proposal # \_\_\_\_\_

Faculty support

Advance ID # \_\_\_\_\_

Faculty support

name \_\_\_\_\_

☐ New information for donor  
record in Advance:

Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## Recognition (soft) credit

Advance ID # \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

➔ Gift/pledge information

Gift amount \$ \_\_\_\_\_

Date check received \_\_\_\_\_ ☐ N/A

Foundation receiving gift/pledge

Allocation # \_\_\_\_\_

Allocation name \_\_\_\_\_

Special handling

Tender\*

*\*For checks, attach a copy of the check below the dotted line. For credit card gifts, please fill out the credit card section below the dotted line.*

☐ This is a matching gift

Company \_\_\_\_\_

## New Pledge or Payment

Pledge type

Start date \_\_\_\_\_

How often?

How long? \_\_\_\_\_

Conditional or unconditional\*

Special billing instructions

*\*Conditional pledges are contingent upon an event occurring, goal being attained, or another specific requirement being met BEFORE a contribution will be made. Unconditional pledges depend only on the passage of time or demand by the promise for performance. Per SFAS 116, promises, or pledges, to give are classified as either unconditional or conditional. In conformance with SFAS 116, NC State will recognize unconditional pledges at fair value in the period the pledge is made. Conditional pledges will be recognized when the conditions are substantially met and the pledge becomes unconditional.*

*Instructions: Depending on type of tender, attach copy of check here OR fill out credit card information.*

ATTACH COPY OF  
CHECK HERE

Name on card \_\_\_\_\_

Card # \_\_\_\_\_

Expiration date \_\_\_\_\_

Daytime phone \_\_\_\_\_

Signature \_\_\_\_\_