

# Report of Gifts Received

**Return this form to:**  
Advancement Services, Unit 5742

**For questions, please call:**  
Gift Processor x3292 or Director of Advancement Services at x5559

**Gift Received by (Department):** \_\_\_\_\_

Department Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date gift received: \_\_\_\_\_ Has gift been deposited? \_\_\_\_\_ If so, Date Deposited: \_\_\_\_\_  
*(attach copy of deposit receipt)*

<b>Gift Type</b>	<b>Amount</b>	<b>Account Name and Number</b> gift was/should be deposited into:
<input type="radio"/> Check	\$	
<input type="radio"/> Cash	\$	
<input type="radio"/> Credit Card Options -Online Giving Website: * <i>giving.tamucc.edu</i> *	\$	Notes:
<input type="radio"/> In Kind/Other: <b>Value:</b>	Please describe the In Kind/Other gift <i>(please provide copies of the appraisal paperwork if item is valued at \$5,000 or above)</i> : _____ _____ _____	

**Purpose of Gift:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Donor Name, Contact Person (if donor is a business), Address & Phone Number**  
*(Please include position title (i.e. President, Manager) for contact person)*

\_\_\_\_\_  
\_\_\_\_\_

**Please send copies of the following paperwork with this form:**

- All correspondence relating to this gift (thank you letter, etc.)
- Copy of check, deposit memo and receipt (business office deposit receipt)
- Copy of solicitation (such as event flyer, letter asking for donation, etc.)

*Thanks for your cooperation!*