

GIFT ACCEPTANCE REPORT (GAR) FORM

Any University employee who accepts a gift is responsible for proper handling and completing this form within **5 business days of receipt**. The Office of Institutional Advancement (IA) is responsible for proper receipt and acknowledgement per the IRS.

All gift funds **MUST** be deposited into **Advancement Services Clearing Account** (000339-00000-1610) for processing. Funds will be transferred to the final gift account ending in -0292 or -0290 object codes once the gift is fully accepted and processed. If you need assistance, please contact Advancement Services at gifts@tamucc.edu.

Donor Information

Name: _____
Org Contact (if org): _____
Address: _____
Phone: _____
Email: _____

Department Information

Contact: _____
Department: _____
Phone: _____
Email: _____

Gift Information

Date Received: ____/____/20____ Total Amount: _____
Gift Tender: Cash Credit Card Check Gift-in-Kind (Equipment, Art, Supplies, etc) Other
Gift Type: One-Time Gift Pledge Payment Recurring Gift* Pledge*

Payment Information*

#Payments (if any): _____ Payment Freq: Monthly Quarterly Annually (Maximum 5 years)

Donor Intent Information

1. _____ (acct) _____ (amt)
2. _____ (acct) _____ (amt)
3. _____ (acct) _____ (amt)

Important Comments/Other Information

Check List:

- Completed Gift Acceptance Report (GAR) Form.
- Any correspondence related to the gift such as a Thank You card (do not send a receipt).
- Photocopies of check, envelope, any contents with the gift from the donor.
- Date stamped with date received on donor intent documentation.
- Copy of flyer, solicitation, letter asking for private support, etc.
- Proof of deposit into Advancement Services Clearing Account.

I acknowledge this form is accurately filled out to the best of my abilities and I will abide by 21.05.01.C0.01 **Acceptance of Gifts, Donations, Philanthropic Grants, and Endowments** and/or 21.01.02 **Receipt, Custody and Deposit of Revenues**.

Signature

Date

The University is required to send a quarterly report to the Texas A&M University System Office listing all fundraising activities for our University. The only gifts included on this report are those entered in the University's central database. (FORM: DVS_GiftRec.ver 3.0)