

University of Idaho Foundation Gift Transmittal Form – NON-CASH GIFTS

Gift Administration Office

Mary Forney Hall, Room 105
875 Perimeter Dr MS 3143, Moscow, ID 83844-3143
(208-885-4000) or gifts@uidaho.edu

INSTRUCTIONS: Complete this form; attach copies of all supporting documentation. **ENTIRE FORM MUST BE FILLED OUT IN ORDER FOR THE GIFT TO BE PROCESSED.** Submit to the Foundation Office. Please contact us if you have any questions.

SECTION I: UNIVERSITY INFORMATION

College/Department Transmitting Gift: _____ Date: _____

Department Contact Person: _____ Phone: _____

E-Mail Address: _____

SECTION II: DONOR INFORMATION – ATTACH COPIES OF DOCUMENTATION

Donor Name: _____ Donor V#: _____

If Donor is a Company/Foundation/Organization:

Contact Person: _____ Contact V#: _____

Title: _____ Phone Number: _____

Donor or Contact Person: Street Address: _____

City: _____ State: _____ Zip: _____

For organization gifts, who should receive the receipt?	ORGANIZATION	CONTACT PERSON
For organization gifts, should the contact person receive soft credit for the gift?	YES	NO

SECTION III: NON-CASH GIFTS INFORMATION

Please indicate the appropriate gift value: (circle one) **No Declared Value / Donor Declared Value / Appraised Value**

Gift amount for donor declared or appraised value: \$ _____ *gifts valued at \$5,000 or greater **may need** a qualified appraisal and be approved by the Gift Acceptance Committee. Please contact Shawna Lindquist 885-4000 for further details.

Date gift was received by the department: _____ ***Important information as this date will be the recorded gift date**

Gift-In-Kind Designation Code (i.e. V1xxx): _____ Designation Name: _____

Should this gift be applied to a proposal? (Y/N) ___ Proposal Name: _____

Detailed Description of Gift: _____

Gift Location (for property inventory purposes): _____

SECTION IV: SIGNATURES AS REQUIRED BY COLLEGE/DEPARTMENT

Approved College/Department Signature	Date	Secondary Signature (if needed)	Date
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