

# Departmental Gift Deposit Memorandum

For specific instructions, please refer to *Checklist for Gifts and Pledges*

To: Gwen Ross, Development Services MS-80, Ext 4603

From:

Date:

DONOR: *(individual or company/foundation name)*

ACKNOWLEDGEMENT: *(contact name for company/foundation)*

ADDRESS:

CHECK ONE: *New Pledge*      *Pledge Payment*      *New Gift*      *Credit Transfer*

GIFT/PLEDGE AMOUNT:

PLEDGE TERMS:

EXISTING ACCOUNT TO CREDIT: *(indicate fund and org)*

*or*

IF A NEW ACCOUNT IS NEEDED, COMPLETE THE FOLLOWING FOUR ITEMS:

1) 'G' Fund Required      'E' Fund Required

2) NAME OF NEW FUND:

3) ORG CODE FOR NEW FUND:

4) PURPOSE OF NEW FUND:

Attachments:

- Check copy
- Letter
- Proposal
- Organization application
- Matching gift form