

## UNF GIFT TRANSMITTAL FORM INSTRUCTIONS FOR USE



Use the Gift Transmittal Form to provide University of Nebraska Foundation Advancement Records with information necessary to properly record transactions in Ali CRM and Financial Edge. This allows the University of Nebraska Foundation to apply proper donor recognition credits and update records accordingly. Please attach any documentation received and the gift to the Gift Transmittal Form. **PLEASE DO NOT HOLD DONATIONS.** For questions regarding this form, please contact University of Nebraska Foundation Gift Processing at [giftprocessing@unfoundation.org](mailto:giftprocessing@unfoundation.org) or 402-458-1272.

1. The donor's information should include the donor's name, address, phone number and email address.
2. If the donor has requested this gift be made in memory of a deceased loved one or in honor of someone living, this information will be included in the donor's receipt. Please include the name and contact information for whom the University of Nebraska Foundation should acknowledge for this tribute gift.
3. The donation amount should indicate the amount of the gift. If there are any goods/services being received with this donation, please indicate the goods/services being received and the fair market value of the goods/services. For example: UNO IS&T Career Fair Table \$500.00 or UNK Champions Supply Chain Management Career Fair Dinner \$15.00
4. The Fund Name and Number lines should include the foundation fund to which the donation should be directed. Please include both the name and number of the fund. Please ensure that the fund number is an eight-digit (8) number.
5. The University Staff lines should include the name, phone number and signature for the University of Nebraska staff member who received this donation, as well as the staff member's campus area/college. Should the University of Nebraska Foundation Gift Processing team have any follow-up questions, we will contact this individual.

Checks and transmittal forms may be sent to UNF via Campus Mail to the University of Nebraska Foundation or through USPS to:

University of Nebraska Foundation  
Attn: Gift Processing  
1010 Lincoln Mall, Ste 300  
Lincoln, NE 68508

When sending the check and transmittal form to the University of Nebraska Foundation, please ensure that the gift transmittal form is filled out completely before submitting, including your name and contact information in case there are any further questions related to this gift.

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Donor's Name

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Address

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City, State, ZIP

Phone: \_\_\_\_\_  Home  Mobile  Business

Email: \_\_\_\_\_  Personal  Business

This gift is  in memory of  in honor of:

Name: \_\_\_\_\_

Please notify the following individual of this tribute gift (gift amounts will not be shared):

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Name

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Address

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City, State, ZIP

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Comments:

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### Donation Information:

Amount: \$ \_\_\_\_\_

Enclosed is a check payable to the University of Nebraska Foundation

Are there goods/services associated with this gift?  Yes  No

If yes, what are the goods and services being received?

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What is the Fair Market Value of the goods/services received? \$ \_\_\_\_\_

University Staff:

Staff name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Area/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Nebraska Foundation:

Staff name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Designation:

Fund Name:

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

Fund Number: \_\_\_\_\_

Fund Name:

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

Fund Number: \_\_\_\_\_

### Please return through Campus Mail:

University of Nebraska  
Foundation

Attn: Gift Processing  
1010 Lincoln Mall, Suite 300  
Lincoln, Nebraska 68508

Questions?

Call us at 402-458-1272 or email  
giftprocessing@nufoundation.org



The University of Nebraska  
Foundation's mission is to grow  
relationships and resources that  
enable the University of Nebraska  
to change lives and save lives.

Our vision is to be recognized as  
the trusted partner of those  
wishing to support the University  
of Nebraska and its affiliates.