

# How to Send Gifts to the University of Nebraska

*This guide shares information about how to send gifts to the University of Nebraska Foundation for processing.*

## Why

The purpose is to ensure that gifts are properly processed, and donors receive receipts and are properly thanked.

## Who

Contact:  
Gift Processing  
University of Nebraska Foundation  
P.O. Box 82555 Lincoln NE 68501-2555  
402-458-1272  
[giftprocessing@nufoundation.org](mailto:giftprocessing@nufoundation.org)

UNIVERSITY OF NEBRASKA FOUNDATION

## When

As soon as you receive a gift, please email [giftprocessing@nufoundation.org](mailto:giftprocessing@nufoundation.org) to let them know you are sending a gift to their attention. Please direct donors who are interested in making a gift to contact either your college's assigned fundraiser or to gift processing. Either team can assist with providing the details needed to complete the donation.

## How

Gifts should be sent to the attention of Gift Processing at the University of Nebraska Foundation. Campus mail services can be utilized. The following must accompany a gift:

- Any documentation that was sent in with the gift (e.g., contribution card, letter)
- A gift transmittal form (available on NUFFO or by request from [giftprocessing@nufoundation.org](mailto:giftprocessing@nufoundation.org))

## After the gift is sent

The Gift Processing Team will reach out with questions to ensure the gift is accurately coded. It will take at least five business days for gifts to appear in NUFFO. Processing will be delayed if the check is made out to the University of Nebraska or a specific campus, college or department, as the check will require endorsement by the University of Nebraska Central Administration Office of Business and Finance. The processing time may increase during peak giving seasons.

## About Advancement Services

The University of Nebraska Foundation's Advancement Services Team is the backbone of advancement operations, providing value-added service to the engagement of the university's alumni, donors and friends.

If you have questions about the foundation's advancement operations, contact Jessie Rader at [jessie.rader@nufoundation.org](mailto:jessie.rader@nufoundation.org) or 402-458-1206.