



Gift Transmittal Form

Gift information

Donor RADAR ID:

Total gift amount:

Is this a split transaction?

Enter "None" if the donor does not have a RADAR ID. The check signer is considered the donor.

Amount No. 1:

Designation number and name No. 1 (ex: 12345-Acct name):

Amount No. 2:

Designation number and name No. 2:

Amount No. 3:

Designation number and name No. 3:

***INDICATES A REQUIRED FIELD; PLEASE CONSULT RADAR FOR THE SPECIFIC FUND INFORMATION.**

Deposit donation to:

Transaction type:

Pledge form attached?

Were goods and services provided?

Value of benefit:

Benefit description:

Is a new fund being created?

For a new fund, is the pledge form/endowment agreement attached?

Will this gift be matched?

If yes, by whom?

Is the gift a tribute?

In honor/memory/celebration of:

Is the gift anonymous?

Additional notes (info about fund, gift, donor, etc.):



VCU

Donor information *(only required if donor is NOT in RADAR or if updating current RADAR information)*

Name: _____ **Is this a new donor record?** _____

Mailing address: _____ **City:** _____

State: _____ **ZIP code:** _____ **Phone number:** _____

Email address: _____ **Soft credit: Should another person or entity (other than the spouse/SO) be given soft credit?** _____

RADAR ID: _____ **Constituent to receive soft credit:** _____

Mailing address: _____ **Phone number:** _____

Organization contact name (if the constituent is an organization): _____ **Title:** _____ **Phone number:** _____

Form prepared and submitted by:

Print name: _____

Phone: _____ **School or unit:** _____

Signature: _____ **Date:** _____

Deliver all gifts to:

111 N. Fourth St., Richmond, VA 23860

NOTE: This form is for cash gifts and pledge payments only. New pledges and gifts-in-kind must be transmitted using the applicable forms located on the DAR intranet.