



Virginia Commonwealth University

Gift Transmittal Form

Donor information									
Name on check					Donor Millennium ID				
Constituent type	<input type="checkbox"/> Alumni <input type="checkbox"/> Individual		<input type="checkbox"/> Foundation <input type="checkbox"/> Corporation		<input type="checkbox"/> Organization <input type="checkbox"/> Parent		<input type="checkbox"/> House staff <input type="checkbox"/> Religious organization		
Mailing address									
Street address								Apartment/unit	
City								State	ZIP code
Phone		()		Should another person/entity be given associated (soft) credit for this gift?			<input type="checkbox"/> Yes (see below) <input type="checkbox"/> No		
Constituent to soft receive credit					Millennium ID				
Mailing address					Phone		()		
Contact person				Contact's title					
Gift information and designation									
Deposit donation to	<input type="checkbox"/> MCV Foundation (deliver to 1228 E. Broad St.) <input type="checkbox"/> VCU Foundation (deliver to 828 W. Franklin St.) <input type="checkbox"/> School of Business Foundation (deliver to 828 W. Franklin St.) <input type="checkbox"/> University (deliver to 828 W. Franklin St.)				Tender		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Gift-In-Kind		
Transaction type	<input type="checkbox"/> Gift <input type="checkbox"/> Pledge payment				No. of gifts included				
Total amount of gift					Tax deductible portion of gift				
Were goods or services provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Value of the benefit received		Describe the benefit received					
Deposit to fund name					Fund account number				
Solicitation code:	Campaign year:			Campaign code					
Will this gift be matched?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, by whom? (attach claim form)							
Is gift in honor or in memory?	<input type="checkbox"/> In honor of <input type="checkbox"/> In memory	Honoree's name		Honoree's Millennium ID (if available)					
Gift restrictions per donor					Is this gift anonymous?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If this is an in-kind gift, describe					Appraised value (if known) and attach appraisal (if available)				
Form prepared and submitted by									
Form preparer									
	Print name				Department name		Phone		
	Signature						Date		

This Gift Transmittal Form (GTF) is used to supply the Gift Processing Offices with all the information necessary to post a gift/pledge payment, to receipt the donor and to apply proper donor recognition credit. This form is only used for processing of gifts or payments. For recording/processing of new pledges (where no payments are being made), please complete the Pledge Entry Information Form.

Please attach a GTF and any donor documentation to each gift or pledge payment. All current outright gifts, pledge payments and gifts-in-kind should be accompanied by a GTF. Exceptions are that if the gift is submitted with a reply card or similar document that contains allocation, solicitation and gift purpose information. If transmitting more than one gift or multiple credits per transmittal form, please supply a typed list of donors with acknowledgement address, associated dollar amounts, soft credits to be applied (including recipient's name and Millennium ID or mailing address if the recipient does not have a Millennium ID), solicitation code and purpose, if the solicitation code and purpose is different for the attached gifts.

Please forward this form and all documentation (such as correspondence from the donor, the envelope the donation was received in, etc.) which verifies biographical information pertaining to the donor or information pertaining to the purpose of the gift to the appropriate Gift Processing Office. All gifts should be delivered to the Advancement Cash Operations Office or the MCV Foundation Office as indicated on page one of the GTF. Please call (804) 828-2043 (Advancement Cash Operations) or (804) 828-9734 (MCV Foundation) if you need additional information. The original of this completed form should accompany the gift; however, please retain a copy for your files.

Donor information

- Name on check and constituent type. Provide donor's legal name (as appears on the check) even if it is printed on gift documentation; if the donor has a Millennium record, provide the donor's Millennium ID number and constituent type. If the donor does not have a Millennium ID, please provide all requested information and note the constituent type so that a Millennium record can be created.
- Mailing address and phone. If this information is provided on the check or gift documentation, it is not necessary to include it on the transmittal form; otherwise, provide complete information.
- Constituent to receive credit. If associated (soft) credit should be applied to another record for the purposes of donor recognition, please note the constituent's name and Millennium ID (if a record exists). If no Millennium record exists for this constituent, please provide a mailing address and phone number so that a record can be created and the soft credit applied. Soft-credit is given for the full amount of the gift/payment transaction. When a soft-credit is to be posted to both members of a couple, the total amount of the soft-credit will be split between the two individuals. In the case where a corporate constituent receives a soft-credit, only the "Main" Millennium ID will be soft-credited. Receipts will not be produced for soft-credit transactions. Development offices may choose to write thank-you letters for the purposes of donor stewardship.
- Contact person, title and phone. If the donor is a company or organization, provide the name of the company's representative and his/her professional title and phone number.

Gift information and designation

- Deposit donation to and tender. Indicate the location to which the donation should be deposited and the tender.
- Transaction type and number of gifts included. Note if the check represents a gift or a pledge payment. If multiple gifts are being included on the same gift transmittal form, please indicate the total number of gifts represented by this form.
- Total amount of gift and tax deductible portion of gift. The total gift amount should be equal to the total amount of the check regardless of goods and services received. The tax deductible amount is the total amount of the gift minus the value of any goods and/or services provided.
- Goods and services provided and the value and description of the benefit received. If any goods and services were exchanged or if the donor received a benefit for the donation, that must be indicated (i.e., if a donor bought a ticket to a dinner or function or if the donor received any tangible benefit for the gift, please check "yes"). If goods and services were received, note the value of the benefit received and briefly describe the benefit (i.e., if the donor bought a ticket to a dinner for \$100 and the cost of the dinner was \$40, the value of the benefit the donor received in this case would be \$40). Per IRS regulations, the value of the benefit the donor received is not tax-deductible. GOODS AND SERVICES DATA IS NOW BEING RECORDED IN MILLENNIUM BUT DONOR RECEIPTS WILL NOT REFLECT GOODS AND SERVICES TRANSACTIONS UNTIL FURTHER NOTICE.
- Deposit to fund name and fund account number. Specify the name and account number to ensure proper processing.
- Solicitation code, campaign year and campaign code. Note the solicitation code and campaign code used to generate the gift (if applicable). Note the campaign year in which the gift should be recorded.
- Matching gift. If the donor's employer's matching gift validation form was included with the gift, please check "yes" and attach the match form to the gift transmittal form. If you expect the gift to be matched but the donor did NOT include a completed form with their gift, leave the entire line (including check boxes) blank. Donors who work for matching employers (per Millennium) will receive a reminder letter to encourage them to initiate their employer's match.
- Gift in honor or in memory, honoree's name and Millennium ID. If the gift is in honor or in memory, please complete this line entirely to ensure proper processing of the gift and resulting acknowledgments.
- Gift restrictions and anonymous gifts. If there are any donor restrictions on the gift (beyond the allocation), please note them here. Anonymous gifts should be clearly noted on this line using the checkbox provided.
- In-kind gift description and value. Gifts valued at \$500 or more generally must be valued by a qualified, independent appraiser at the donor's expense. For gifts less than \$500 or when there is no appraisal provided by the donor, list the value of the gift as stated by the donor, development officer or faculty/staff member. If an appraisal is conducted, attach a copy of the appraiser's report or other supporting documentation to the GTF.