

University of Idaho Gift Transmittal Form

Gift Administration Office

Continuing Education Building Room 117
Campus Zip 3147, Moscow, ID 83844-3147
(208-885-6796) or gifts@uidaho.edu

Instructions: Complete this form; attach checks/cash and **copies of all supporting documentation**.
Submit to the Gift Administration Office. Please contact us if you have any questions.

Section I:

Date: _____

College/Department Transmitting Gift: _____

Department Contact Person: _____ Phone: _____

E-Mail Address: _____

Section II:

Complete this Section for ALL Gifts - Attach copies of documentation

NOTE: Multiple checks/cash for the same designation may be batched and transmitted with one form; however Section III must still be completed. Indicate "BATCH" in Donor Name section; attach copies of company/individual documentation received with gift. If documentation does not include name, address, company representative name and title, attach additional sheet with the appropriate information listed.

Donor Name: _____

Street Address 1: _____

Street Address 2: _____

City: _____ State: _____ Zip: _____

Designation Code (i.e. MF000): _____ Fund Name: _____

Gift Budget # (i.e. AGN000): _____

Special Instructions and/or Gift Comments:

Other Budget # (If other than gift budget, i.e. AGY000): _____ Other Budget Name: _____