



## Report of Cash Gift

(Send completed form to Financial Services, Thompson's University Center and retain copy in department)

<b>Date of Gift</b>	
<b>Donor's Name</b>	
<b>Donor's Address</b> (if company, include contact name)	
<b>University Department/Program</b>	
<b>Research/Grant Related</b>	If Yes, Project Name or Grant No.
<b>Gift Amount</b>	
<b>Description of Gift</b>	
<b>Expected Use of Gift</b>	
<b>Foundation Equity or Name</b> (if applicable)	
<b>Department Index and Account Code</b>	
<b>Comments</b>	
<b>Gift Received By</b>	

**Prepared by**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Unit Administrator**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date