

Donor Receipt Information

Instructions: This form is to be completed when gifts are submitted to the UNLV Foundation.
Please attach, the envelope in which the gifts were received and the appropriate documentation to substantiate the deposit.

College/Unit: _____ Prepared by: _____ Phone #: _____ Date: ___/___/___

RE#	Donor Name	Type: (check one)	Individual	Organization
If Donor is an Organization - Primary Contact Name <small>Designated person to receive both receipts & acknowledgement letters for all org gifts</small>		Home		Check if Primary
		Business		
Donor Address (or Contact Address if different from Organization)		Cell		
Email				Check if Primary

FUND ID#	FUND NAME:			
Reinvestment Fund will be applied automatically unless otherwise stated below.				
<i>Dean/VP Foregoes 1%</i>	<i>Dean/VP Pays 1%</i>	<i>Invest-\$100K+ Only</i>	<i>Additional Gift of 2% = Amount \$ _____</i>	

Reference Notation (internal)	
Receipt Notation (external)	
Special Instructions/ Soft Credits/Memberships	

Cardholder Name:	Company Card	Individual Card
If Company Card Provide Company Name:		
Credit Card #:	<small>(Format 0000-0000-0000-0000)</small>	Exp Date: ___/___

Apply to Pledge	
RE#:	Record Holder:

Solicitor Name(s) to Credit for Gift

<small>(check one)</small>		Tribute:	
In Memory of	In Honor Of	RE#:	Name:
Benefit \$ (non-Gift Amount)		Gift \$	Total \$

Records Use ONLY	
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