

## Donor Receipt Information

**Instructions:** This form is to be completed when gifts are submitted to the UNLV Foundation / Records Department.  
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
<b>If Donor is an Organization - Primary Contact Name</b> <small>Designated person to receive <b>both</b> receipts &amp; acknowledgement letters for all org gifts</small>		Home		Check if Primary
		Business		
<b>Donor Address</b> (or Contact Address if different from Organization)		Cell		
Email				Check if Primary

FUND ID#	FUND NAME:	
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**Reinvestment Fund will be applied automatically unless otherwise stated below.**

*Dean/VP Foregoes 1%      Dean/VP Pays 4%      Donor Pays the 5% = Amount \$ \_\_\_\_\_*

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

<b>Cardholder Name:</b>	Company Card	Individual Card
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**If Company Card Provide Company Name:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ (Format 0000-0000-0000-0000)      **Exp Date:** \_\_\_/\_\_\_

### Apply to Pledge

<b>RE#:</b>	<b>Record Holder:</b> _____
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**Solicitor Name(s) to Credit for Gift**

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

<b>Records Use ONLY</b>	
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