

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
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 4%</i>		<i>Donor Pays the 5% = 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 # & Security Code (CCV):		Exp Date: ___/___

Apply to Pledge	
RE#:	Record Holder:

Solicitor Name(s) to Credit for Gift	
	Community Engagement Related Gift?

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

Records Use ONLY	
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