

DONOR INFORMATION

As printed on check

Donor's Full Name with Title	_____
Donor Company	_____
Mailing Address	_____
City, State, Zip	_____
<i>Official Acceptance Letter goes to the entity (maker of check) who releases funds to the University County Director to officially accept gift if it is \$10,000.00 or less and if gift is <u>not</u> for CD's program</i>	

DONOR REPRESENTATIVE INFORMATION

Complete if different from donor check information

Donor Representative Name	_____
Representative's Address	_____
Representative's City, State, Zip	_____
<i>PI to acknowledge/thank donor & may be sent to Donor Representative</i>	
Acknowledgement/thank you letter sent? Yes	No

RECIPIENT INFORMATION

Recipient (PI)	_____
County	_____
Gift Amount/ In-Kind Amount (as designated by donor)	_____
Date Check, Cash, or In-Kind Received	_____
Check Date	_____
Check Number	_____
If received between December 20 & January 20, Date of Postmark, include envelope _____	
Deposit Designation: Account Name	_____
Account Number	_____
If new account number requested, Account Name _____	

PURPOSE OR DESCRIPTION OF GIFT

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Principal Investigator: _____ County Director Approval: _____

Date: _____ Date: _____

Submit one original set & one copy of the following 6 documents:

- 1) Original Donor Letter
- 2) PI's Acknowledgement/Thank You letter to donor
- 3) CD's Acceptance Letter for donations < or = \$10,000.00
- 4) Check copy
- 5) Various Donors Info Sheet (if applicable)
- 6) Original Completed 700-U (if applicable)

BOC use only	_____ CD Accepts	_____ VP Accepts	_____ Other Accepts	_____ No Donor Letter
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