CREDIT CARD GIFT COVER SHEET Advancement Operations Date Delivered

-	_		-	y of Richmond staff member. All fields y. Please complete a form for gifts del	
Name and Department of Staff Member Delivering Gifts:					
onor Name and ID# – Hard redit (ex. John Smith, Fidelity naritable, Honeywell)	Name and ID# of Soft Credit Recipients (ex. Spouse, DAF advisor(s), employee)	Gift Amount	Fund ID(s) (ex. URAF, SAF, AS, ECRB, JSLS, LAW, SPCS)	Is this gift related to an open pledge on the donor/SC recipient's record? (Y/N)	Additional Notes (pledge date/notes, crediting, adjustments)
*Attach any other supporting o	I documentation to this form (solici	tation piece, pled	ge reminder, etc.)		
Signature of Advancement Operations Staff Receiving Gifts		Print Name		Date Received Bat	ch Name Created by Gift Processor