

# CASH GIFT COVER SHEET

## Advancement Operations

\_\_\_\_\_  
Date Delivered

The form is required for any cash gifts that are delivered to Advancement Operations by a University of Richmond staff member. All fields are required. The University staff member who delivers the gifts will receive a copy of this signed and dated form as a receipt for the delivery. Please complete a form for gifts delivered.

Name and Department of Staff Member Delivering Cash Gift: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member Delivering Cash Gift

Contact Phone Number and E-mail Address: \_\_\_\_\_

Donor Name	Donor ID#	Individual Gift Amount	Designation/Fund ID (ex: AFU, SAF, ECRB, etc.)	<b><i>AS STAFF ONLY CHECK BOX AFTER VERIFYING AMOUNT</i></b>
<b>TOTAL</b>				

*\*Attach any other supporting documentation to this form (solicitation piece, pledge reminder, etc.)*

\_\_\_\_\_  
Signature of AS Staff Receiving Cash

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Received