

NON-CASH OR CREDIT GIFT COVER SHEET

Advancement Operations

_____ Date Delivered

This form is required for any gifts other than cash and credit cards (checks, stock gifts, spider card, etc.) that are delivered to Advancement Operations by a UR staff member. All fields are required. The delivering staff member will receive a signed and dated copy for their records.

Name and Department of Staff Member Delivering Gifts: _____

_____ Signature of Staff Member Delivering Gifts

Donor Name and ID# – Hard Credit (ex. John Smith, Fidelity Charitable, Honeywell)	Name and ID# of Soft Credit Recipients (ex. Spouse, DAF advisor(s), employee)	Gift Type (Check, Stock, SpiderCard) - If from an IRA, Planned Gift, please note.	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 documentation to this form (solicitation piece, pledge reminder, etc.)*

_____ Signature of Advancement Operations Staff Receiving Gifts

_____ Print Name

_____ Date Received