

## Policy

The **Gift/Pledge Transmittal Form** must be completed and submitted to facilitate the processing and receipting of charitable donations received by any school, college or department of Tulane University. You should complete a separate **Gift/Pledge Transmittal Form** for each gift or pledge you submit.

All fields on the form must be completed in order for the Gift Accounting Office in Advancement Information Services (AIS) to accurately process the gift. The transmittal form should be accompanied by appropriate gift documentation for audit purposes in addition to any checks or credit card payment details. Documentation may be in the form of a letter from the donor, a fully executed gift/pledge agreement, or an email exchange clearly including participation from the donor in which all of the necessary details are outlined. Please also attach the original postmarked envelope in which the gift was delivered.

You may submit a donation without a transmittal form only when the donation is accompanied by a solicitation reply device that conveys all of the same information outlined on a transmittal.

Completed forms, along with all supporting documentation, should be forwarded to the Gift Accounting Office, 1555 Poydras Street, Suite 1000, via campus mail, or you can place the gifts in a designated bin located in the President's Office, 218 Gibson Hall.

Note: The **Gift/Pledge Transmittal Form** should be used only for charitable gift transactions. If you are depositing a grant-related item (account/project number 5#####), a **Research Administration Deposit Form** should be prepared which is available under deposit forms on the TAMS site.

You should use the **Gift Planning Transmittal Form** for planned gifts and the **Transmittal Form for Gifts in Kind to Tulane** for gifts of property. These forms are located on the Advancement Office Sharepoint site.

## Gift/Pledge Transmittal Form

Complete the **Gift/Pledge Transmittal Form** by entering data into the following fields:

1. **Completed by:** The name of the person preparing the Gift Transmittal Form.
2. **Phone/Extension:** The phone number (include extension, if applicable) of the individual identified in #1 above.
3. **Date Completed:** The date that the transmittal is completed.
4. **Dept./Dev./School:** The name of the department, division, school, center or program that received the gift.
5. **Donor (name):** For gifts by check, this is typically the name that appears on the check; contact the Gift Accounting Office if you are uncertain as to the identity of the donor. Indicate the development database (Advance) **ID#** of the donor, if known. If no record exists, please

ensure that complete contact information including address and phone number are provided in backup documentation in order to establish a new record.

6. **Credit for:** The person or persons who should have recognition credit applied to their donor record for the contribution. [Example: The Smith Family Foundation makes a gift to Tulane University. John Smith is the president of the Smith Family Foundation and also a graduate of Tulane and should be recognized for directing this gift to Tulane.] Indicate the development database (Advance) **ID#** of the donor to be recognized, if known. Please ensure that complete contact information including address and phone number are provided in backup documentation in order to establish a new record.

7. **Honor/Memory:** Circle if the donation is “in honor” or “in memory” and provide the name of the person in whose honor/memory the gift is being made. Indicate the development database (Advance) **ID#** of the tributee, if known. If no record exists, please ensure that complete contact information including address are provided in backup documentation in order to establish a new record and/or for the honor/memorialized donor or family to receive acknowledgement.

8. **Transaction Total:** The total cash (or equivalent) amount of the transaction; in the case of securities or other in-kind gifts, this is typically the total mean value of the stocks or bonds or the appraised fair market value of the property on the day Tulane received it.

9. **Quid Pro Quo (value of accepted benefits):** The fair market value of benefits provided to/accepted by the donor in consideration of their gift; contact the Gift Accounting Office if you are uncertain about determining fair market value.

10. **Do NOT Publish Name?** Check this box if the donor does NOT wish to have his/her name published in the Donor Honor Roll. Any further details about recognition concerns should be documented in the Comments section of the transmittal form.

11. **Gift is Anonymous:** Check this box if the donor has requested that the gift be anonymous. Any further details about recognition concerns should be documented in the Comments section of the transmittal form.

12. **Proposal Link:** Check this box if this transaction is associated with an existing proposal or planned gift in the development database (Advance).

13. **Proposal #:** If you checked the “Proposal Link” box, enter the proposal number from the development database.

14. **Account/Purpose:** The six-digit General Ledger account number reflecting the intended purpose of the gift into which the funds are to be deposited; include the name of the account.

15. **Campaign:** Specific campaign towards which the transactions should be counted.

16. **Transaction Type:** Indicate whether the transaction is an outright new gift, a pledge payment, or a new pledge.

17. **Pledge Information:** If you selected “Pledge” from the Transaction Type above, then you will need to provide the number of payments, the start date of the payments, and the frequency.

18. **Appeal code:** Indicate the appropriate appeal code associated with the gift solicitation, if applicable. If a new code needs to be established, please contact the Gift Accounting Office.

19. **Tender:** Indicate the form of payment that is being used. For credit card payments, we accept VISA, MasterCard and American Express.

20. **Comment Section:** Should include any additional instructions or notes about this gift.