

GIFT TRANSMITTAL FORM

INSTRUCTIONS:

- Please Type or Print
- Complete a separate form for gifts-in-kind.
- Attach original transmittal form to cash/checks/credit card, all original correspondence, and envelope for each gift.

- **DO NOT HOLD DONATIONS.** They MUST be submitted daily to the Advancement Services Gift Records office.
- Hand-deliver gifts to Advancement Services Alumni & Donor Records Office, 1525 University Avenue Knoxville, TN 37921

- A. Enter the ANDI ID# or enter NEW for a new donor.
- B. Provide address, if not on check or correspondence.
- C. Provide account number and/or allocation code.
- D. Attach explanation of non-gift amount.

Donor Name	ANDI ID# (A)	Address (B)	Acct#/ Alloc. Code (C)	Gift Type			Gift Amt.	Non-Gift Amt. (D)
				CK	CC	Cash		

Special Instructions:

--	--	--	--	--	--	--	--	--

Special Instructions:

--	--	--	--	--	--	--	--	--

Special Instructions:

Prepared By: _____

Date: _____

Received By: _____

Department: _____

Phone #: _____

Date Rec'd: _____