

GIFT TRANSMITTAL FORM INSTRUCTIONS

1. Complete the Gift Transmittal Form (GTF) as appropriate for gifts made on behalf of an individual or a business.
2. Submit payment via cash, check, or credit card information. Hand deliver gifts to Gift Services. Do not send through interoffice mail. Do not fax or email credit card information.
3. Provide the appropriate individual or business name for the donor and the corresponding contact information for the individual or business. Include the donor's preferred salutation.
4. Provide the designation information including the fund name, account, cost center, and amount for each designation. If the account is unknown, please write the word Gift or Benefit. Please specify whether the gift should be linked to an existing pledge.
5. If the gift is connected to an opportunity (proposal) or action, provide the name of the opportunity (proposal) or action and date.
6. If the gift is a tribute, provide the name of the tributee along with the name and address of the acknowledgee. Please indicate if the tribute is in honor (IHO) or in memory of (IMO) the tributee.
7. Provide the name of the individual who prepared the GTF as well as his/her college/department. The form must be signed by the preparer.
8. Complete the payment information section as appropriate.
9. Deliver gift(s), Gift Transmittal Form, Gift Transmittal List, and any other applicable documents to UTSA Gift Services.
10. If the donation has been deposited by the department, submit the GTF, Deposit Form, Fiscal Services Receipt, and any other applicable documents to UTSA Gift Services.
11. If you have any questions, please contact the UTSA Gift Services Manager at 210-458-6818.

*If a pledge, opportunity (proposal), or action exists on a record other than the donor's record, please provide the name and CID if known.

GIFT TRANSMITTAL FORM

Please return this form to:
 UTSA Development and Alumni Relations
 UTSA Gift Services
 One UTSA Circle
 San Antonio, TX 78249

COMPLETE THIS FORM AS APPROPRIATE FOR GIFTS MADE ON BEHALF OF AN INDIVIDUAL OR BUSINESS

Individual Gift Business Gift

Hand deliver gifts to UTSA Gift Services. Do not send cash, checks, and/or credit card information through interoffice mail, fax, or email.

DONOR CONTACT AND SALUTATION INFORMATION

Received Date _____
 Individual or Business Name _____ CID if known _____
 Salutation _____
 Address _____
 City _____ State _____ Zip _____
 Cell Phone _____ Business Phone _____
 Email _____
 Current Employer _____ Same as Business Name

GIFT INFORMATION (Per the IRS, a donor cannot donate to a fund they are the administrator of.)

Amount _____
 Fund Name _____ Account _____ Cost Center _____ Amount _____
 Fund Name _____ Account _____ Cost Center _____ Amount _____
 College/Department _____

Payment

Pledge Yes No
 Opportunity Yes No Opportunity Name _____
 Appeal Yes No Appeal Name _____
 Soft Credit Yes No Soft Credit Name _____
 Anonymous Gift Yes No
 Action Yes No Action Name _____
 Tribute Yes No Tribute Type IHO IMO Tributee _____
 Acknowledgee Name _____
 Acknowledgee Address _____ City _____ State _____ Zip _____
 Additional Gift Information _____

Gift Amount _____ Cash Check *Check Number* _____ Credit Card
Please make checks payable to "The University of Texas at San Antonio"
 Credit Card Type Mastercard Visa Amex Discover
 Name on Card (Company Name if Business Card) _____
Name on personal credit card will receive hard credit
 Credit Card # _____ Exp. Date _____ Security Code _____
Credit card number will be destroyed after charge is successfully completed

Prepared By _____ College / Department _____ Date _____
 Phone _____ Signature _____