

PRINCETON UNIVERSITY
DEPARTMENTAL FORM TO TRANSMIT GIFTS/GRANTS AND PLEDGES TO CENTRAL OFFICES

This form is to be completed to transmit all gifts, grants and pledges, excluding annual giving gifts, to either the Development Office or the Office of Corporate and Foundations Relations ("CFR") for processing.¹ Gifts should be forwarded to the appropriate office within 48 hours of receipt.

GIFTS, GRANTS AND PLEDGES FROM INDIVIDUALS – SEND TO: Office of Alumni and Donor Records, Helm Building, 4th Floor, Attn: Helen Hardy (x8-8283)

GIFTS, GRANTS AND PLEDGES FROM INSTITUTIONS – SEND TO: Corporate and Foundation Relations, 91 Prospect Avenue, Attn: Pamela Berchtold (x8-5953)

Donor/Organization Name _____

Donor/Organization Address _____

Donor/Organization Phone Number, if available _____

Amount of Gift _____ Date Received _____

In Memory Of In Honor Of Name _____

Purpose of Gift _____

Existing Project Grant should be used²

Project Grant Number _____

Project Grant Name _____

For CFR Use Only

2xxx account

4xxx account

Approval _____

C/S/O _____

[New Project Grant Fund has/will be opened](#)

New Project Grant Name _____

New Project Grant Number _____

THE FOLLOWING CHECKLIST MUST BE COMPLETED

_____ Payment Type

_____ Cash or check made payable to the Trustees of Princeton University

_____ Credit Card, Wire Transfer or Marketable Security (contact Helen Hardy x8-8283 for assistance)

_____ Donor letter/envelope is attached

_____ Other applicable correspondence is attached

_____ Donor intent matches fund purpose

_____ Matching gift information is attached

_____ Special Instructions/Comments (required if donor letter or other applicable correspondence is not attached) _____

Name of Employee Completing Form _____ Date _____

E-mail Address _____

Phone # _____ Dept. Name _____

Completed by (Name of Employee) _____ Title _____

Approval (Signature Required) _____ Title _____

¹ Form is **not** to be used to transmit information pertaining to gifts in kind.

² For gifts received from corporations/foundations, where the project grant is unknown, CFR, in consultation with ORPA, will determine if a 2xxx or 4xxx account should be established