CASH/SECURITIES GIFT INFORMATION FORM

- ***Gifts of cash or securities to Cal Poly must be reported immediately to the Advancement Services Office using this form.***
- ***For gifts of real or personal property, use the Gift-In-Kind acceptance form.***
- ***Attach transmittal letter and all other correspondence/documents from donor.***
- ***If gift is to be matched by donor's employer, Matching Gift Form must accompany this gift form.***

Advancement Services Office Use Only

Entity ID_____

Joint Donor _____

Appeal_____ Alloc_____

Assoc Donor _____

Assoc Type_____ Plg #_____

$ _____

DONOR INFORMATION:

Donor _____

Company Contact _____

** Contact Name and Title required for tax receipt and/or acknowledgement (*This is not necessarily the primary organization contact but it is the person responsible for this gift.)

Address _____

_____

_____

Phone ( ) - Ext. _____

RELATIONSHIP TO UNIVERSITY

Check all that apply.

☐ ALUM ☐ FRIEND

☐ PARENT ☐ CORP

☐ FACULTY ☐ STAFF

☐ OTHER _____

GIFT INFORMATION:

Amount:	$	***If this transaction involves a benefit for the donor in exchange for their gift, please contact Cathy Rathbone at ext. 6-6223***
Tender:	☐ Cash	
	☐ Check	Check Number:
	☐ Credit Card	☐ Visa ☐ MasterCard Card Number: _____ Exp. Date: _____
	☐ Securities	Name of security/stock: _____ Date of Gift: _____ Number of Shares: _____ Mean Value per Share: _____ Total Market Value:$_____ *
Matching:	This gift may be doubled or tripled if donor or spouse is eligible for a Matching Gift Program. List employer(s), if known, and attach Matching Gift Form: _____	
Planned Gift:	☐ Yes Type: _____	Present Value: $_____
Deposit to: ***(Required)***	☐ State account number and title: ☐ Corporation fund number and title: ☐ Foundation fund number and title: ☐ Club/Student Org account number and title: ☐ ASI account number and title: ☐ Temporary account (missing info):	

Gift restrictions: *List any restrictions set by the donor (i.e. to be used for specific projects, endowment, scholarships, equipment, etc.)*

**** Security Valuation Form must be completed by the Planned Gifts Director and attached to this form.***

Gift received by: _____ _____

Name - Department - Extension (Please print) Date gift received

Approved by: _____ _____

Dean, Division Head, or Development Officer Signature Date approved

Send completed form and accompanying documents to: ***Advancement Services, Heron Hall, Room 116, ext. 6/1555.***

Revised on 01/31/07