**Donations Processing Form**

Texas State University

**Donor information**

|  |  |
| --- | --- |
| Given by (if payment is joint, list both names):Click here to enter text. | Phone Number:Click here to enter text. |
| Address (list contact name if corporate donation):Click here to enter text. | Email:Click here to enter text. |

**Gift details**

|  |  |
| --- | --- |
| Total amount donated:Click here to enter text. | Is this payment eligible to be matched under any matching program?Name of matching company: [ ]  |
| One-time gift [ ]  Pledge [ ]  (attach pledge agreement)Payment on pledge [ ]  | What is the purpose of this gift? Click here to enter text. |
| Is there an account/fund set up? [ ]  | Name of account: Click here to enter text.Account number: Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Payment method:Choose an item.(Check # Click here to enter text.)  Choose an item.Name on card: Click here to enter text. Click here to enter text.Card Number:Click here to enter text. Click here to enter text.Personal Account Business Account Expiration Date: Choose an item./Choose an item. | Is this gift a Tribute gift [ ]  in honor of [ ]  in memory of [ ]  on behalf of [ ] Name: Click here to enter text.Send notification to (name AND address):Click here to enter text.Does this gift have benefits associated with it? [ ] (examples: Dinner, table, poster, mug)Please list benefit items and total value: Click here to enter text.Click here to enter text. |   |

|  |  |
| --- | --- |
| Special Instructions:Click here to enter text. | Completed by: (name AND contact number) Date:Click here to enter text. Click here to enter a date. Major Gift Officer: Click here to enter text. |

Enclose all supporting documentation with the donation. Ensure that all appropriate fields are completed.

Advancement Services at 512-245-3022 or UAServices@TxState.edu