**Donations Processing Form**

Texas State University

**Donor information**

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| 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**

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| 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. |

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| 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. |  |

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| 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