Lewis & Clark

CASH GIFT Booking Statement

Use for gift of cash, checks, credit card, online, or wire transfer.

Required for gifts of $5,000 or more

1. Donor(s) Information

Donor Name* _____ ID# _____

Soft Credit _____ ID# _____

Soft Credit _____ ID# _____

Soft Credit _____ ID# _____

** NEW CONSTITUENT? Provide demographic information at:* **https //www.lclark.edu/offices/advancement_services/demographics/**

2. Gift Information

Gift Amount $_____ Gift Type _____ Gift Date _____

Pay Method _____ Credit Card Number _____

Exp. *(mm/yy)* ____ / ____ Name on card _____

3. Designation Information

Fund Name _____ Fund # _____ Amount $ _____

Fund Name _____ Fund # _____ Amount $ _____

Fund Name _____ Fund # _____ Amount $ _____

4. Gift Coding

Anonymous? ☐ Yes ☐ No *(If **yes,** elaborate in Special Instructions)* IRA Distribution? ☐ Yes ☐ No

☐ Honor ☐ Memory Name _____ Relationship _____

5. Solicitation Method

☐ Unsolicited ☐ Personal Solicitation ☐ Phonathon ☐ Direct Mail ☐ Other

Solicitor _____ Link to Proposal _____

6. Special Instructions

6. Form completed by _____ Date _____

Advancement Services use

Approved by _____ *Director of Advancement Services* Date _____

Revised June 12, 2013