

Lewis & Clark Gift Adjustment

1. Gift Information

Donor Name(s) _____ ID(s) _____

Gift Type _____ Amount \$ _____ Date _____

2. Action(s) Required

Change Fund Designation*

From: Fund name _____ Fund # _____ Amt(s) \$ _____

To: Fund name _____ Fund # _____ Amt(s) \$ _____

Add Soft Credit to

Name(s) _____ ID(s) _____

Add Attribute ◇ In Memory *or* ◇ In Honor of _____

Relationship to donor _____

Add or Update Credit Card Card # _____ Exp (mm/yy) ____ / ____

Card holder name _____

Write-Off Pledge* Balance of \$ _____ Other Amt \$ _____ *(explain in Special Instructions)*

Change Pledge Payment Schedule* *(explain in Special Instructions. Include frequency - monthly, annually, etc. - installment dates - mm/dd/yy - and installment amounts due)*

Void* *(explain in Special Instructions)*

3. Reason for Request

Correction Donor request *(attach documentation)* Other *(explain in Special Instructions)*

4. Special Instructions:

**Adjustments to gifts or pledges with subtype of \$50K+ require Controller or Assistant Treasurer's approval.*

5. Completed by: _____ Date: _____

Approved by: _____ Director of Advancement Services Date: _____