



Office of University Development

Revenue Transmittal - Gift with Benefits

(Not for use with event registrations run through a Davie Event)

Legal Constituent Details:

Full Name: _____ PID: _____

Address (if new donor or updated info): _____

Phone: _____ Email: _____

Recognition Credit Details:

Full Name: _____ PID: _____

Full Name: _____ PID: _____

Address (if new donor or updated info): _____

Phone: _____ Email: _____

Relationship to Legal Donor: _____

Revenue Details:

☐ Check

☐ Cash

☐ Credit Card

Total Revenue Amount \$ _____

☐ Gift is Anonymous

| | Design (6 digits) | Designation Description | Gift Amount | Appeal |
|------------------|-------------------|-------------------------|-------------|--------------|
| Gift Portion: | | | \$ | |
| Benefit Name* | | | # ** | Total Amount |
| Benefit Portion: | | | | \$ |

*Benefit must be requested and already set up in Davie before sending over revenue. Include Benefit Name here – not what is received through the benefit. For example, MPSC Morehead Champions - Silver.

** Put the number of benefits received here. For example, if Benefit is MPSC Morehead Champions - Silver and they are purchasing two, put 2 in this field.

Gift Amount and Benefit Amount should equal the Total Revenue Amount.

Prospect Plan Details: If gift is associated with a Prospect Plan, mark the Opportunity **accepted** before submitting.

Plan Name: _____

Plan Manager: _____ Original Ask Amount: _____

Submitted by: _____ School/Unit _____

Phone: _____ Email: _____ Date: _____

Comments/Notes: _____

Credit Card Information:

Name as it appears on Card: _____

Card type: ☐ VISA ☐ M/Card ☐ AmEx Last 4-CC digits: _____ Exp Date: _____

Card Number: _____

Please send deposit in a locked bank bag to University Development at 208 West Franklin Street with a copy of the transmittal and any related documentation.