



Office of Development
Donation Form for Cash Gifts

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| INSTRUCTIONS: For cash donations, complete and send this form to the Office of Development at de Seversky Center, 2 nd Floor, Old Westbury. Individual gifts to the same fund or campaign having the same restrictions (under \$1,000 each) may be batched and submitted on one form. | | |
| DONOR NAME AND ADDRESS INFORMATION | | |
| Name: | | |
| Address: | | |
| Identification/Social Security Number: | | |
| E-mail Address: | | |
| GIFT INFORMATION | | |
| Amount Received: | | |
| Matching Gift Dollars Received: | | |
| Total Amount Collected | | |
| Date Received: | | |
| Payment Type: (i.e. cash, check, credit) | | |
| Pledge Payment (if applicable) | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Program / Campaign Name (if applicable) | | |
| RESTRICTIONS | | |
| Indicate Restrictions, if any: | | |
| GIFT MATCHING INFORMATION | | |
| Matching Gift: | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Company Name: | | |
| Company Address: | | |
| RECOMMENDATION FOR ACCEPTANCE | | |
| Departmental Head | _____ | _____ |
| | <i>Signature</i> | <i>Date</i> |
| Dean / Administrator | _____ | _____ |
| | <i>Signature</i> | <i>Date</i> |
| ACCEPTANCE FOR APPROVAL | | |
| Vice President of Development | _____ | _____ |
| | <i>Signature</i> | <i>Date</i> |