



The University of Texas at Dallas  
Office of Development and Alumni Relations  
Gift Transmittal Form



Date \_\_\_\_\_ UTD School/Department \_\_\_\_\_  
Solicitor \_\_\_\_\_ Ext. \_\_\_\_\_  
Form completed by \_\_\_\_\_ Ext. \_\_\_\_\_

**Donor Information**

Mr.  Ms.  Mrs.  Dr.  Mr. & Mrs.  Dr. & Mrs.  Drs.

Name/Organization \_\_\_\_\_ Contact Name \_\_\_\_\_  
*Personal thank you letter addressed to this person at org.*  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Tribute Information**

In Honor Of  In Memory Of  Other \_\_\_\_\_

Name \_\_\_\_\_

**Acknowledge Gift to:**

Mr.  Ms.  Mrs.  Dr.  Mr. & Mrs.  Dr. & Mrs.  Drs.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**Cost Center Information**

Cash  Check  Stock  Wire/ACH

Gift Amount \_\_\_\_\_ Benefit Amount \_\_\_\_\_ Appeal Code \_\_\_\_\_  
Cost Center Name \_\_\_\_\_ Cost Center Number \_\_\_\_\_

**\*Note: If research cost center does not have a project number assigned, a new cost center is required.**

*Attach this form to donation, include all correspondences that may have come with the check and deliver to Gift and Data Services, Office of Development and Alumni Relations. SPN 2.102, x. 2295.*

**PLEASE DO NOT PLACE IN CAMPUS MAIL**

**Gift and Data Services Use Only**

Pledge Payment  MG Form  Will receive: Receipt  Stewardship Letter

Soft Credit \_\_\_\_\_ Match For \_\_\_\_\_

Note \_\_\_\_\_