



DONOR RECORD AND GIFT CONTRIBUTION

Instructions

Please return the completed form to the Institutional Advancement Office with a copy of any written correspondence/ agreements/thank you letters given to or transacted with the donor. The Institutional Advancement Office will file the necessary gift report with the Nevada System of Higher Education Board of Regents.

Note: "A GIFT OR GRANT TO THE UNIVERSITY OF NEVADA OR ONE OF ITS MEMBER INSTITUTIONS MAY BE ACCEPTED ONLY BY THE BOARD OF REGENTS." Board of Regents Handbook, Title 4, Chapter 10, Page 15.

Donor Information

- Individual Trustee TMCC Alumni TMCC Staff Emeritus Foundation Corporation Organization

Name _____

Organization _____

Spouse _____

Contact Name _____ Title _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Home Telephone _____

Work Telephone _____ Fax Number _____

Email Address _____

Date of Birth (MM/DD) _____

Gift Information (mark only one)

- Name of TMCC Department accepting gift: _____ Truckee Meadows Community College Foundation

Type of Gift (mark only one)

- Cash/Check Stocks/Bonds Real Estate Books/Media Equipment/In-Kind Payroll Deduction Other _____

Check #: _____ Check Date: _____ (made payable to TMCC Foundation)

Description of Gift: _____

Is the gift to be confidential/anonymous? Yes No Is the gift part of a Will, Trust or Insurance Policy? Yes No

Use of Gift

- Scholarship Endowment TMCC Program Unrestricted Other _____

Designation of Scholarship, Endowment, or TMCC Program/Service: _____

Gift Amount: \$ _____ Receipt Amount: \$ _____
(Only the donor may give the estimated value of the gift. The value stated is what TMCC reports to the IRS, and what the donor should also report to the IRS.)

Name of TMCC employee accepting donation _____

Signature of TMCC employee accepting donation _____

Date _____

For Office Use Only

Raiser's Edge #: _____

Date Acknowledgement Letter Sent: _____ Initials _____ Date Entered into QuickBooks: _____ Initials _____

- New Donor FDN UR Cash FDN Equipment College New Cash Donation College Equipment College UR Endowment
 Prior Donor FDN R Cash FDN In-Kind College R Endowment College In Kind Other _____