

# 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			Organization Address		
City	State	Zip Code	City	State	Zip Code
Home Telephone			Work Telephone	Fax Number	
Email Address			Date of Birth (mm/dd)		

## Gift Information

(Note: 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.)

<input type="checkbox"/> TMCC Department accepting gift:		<input type="checkbox"/> Truckee Meadows Community College Foundation	
<b>Type of Gift:</b> <input type="checkbox"/> Cash/Check <input type="checkbox"/> Stocks/Bonds <input type="checkbox"/> Real Estate <input type="checkbox"/> Books/Media <input type="checkbox"/> Equipment/In-Kind <input type="checkbox"/> Payroll Deduction			
Check # (made payable to TMCC Foundation):		Check Date:	
Gift Amount	Receipt Amount	Description of Gift	
Is the gift to be confidential/anonymous? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the gift part of a Will, Trust or Insurance Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Use of Gift:</b> <input type="checkbox"/> Scholarship <input type="checkbox"/> Endowment <input type="checkbox"/> TMCC Program <input type="checkbox"/> Unrestricted			
Designation of Scholarship, Endowment, or TMCC Program/Service			

\_\_\_\_\_  
Name of TMCC Employee Accepting Donation

\_\_\_\_\_  
Signature of TMCC Employee Accepting Donation

\_\_\_\_\_  
Date

## For Office Use Only

Raiser's Edge #	QuickBooks Account#	Initials
Date Acknowledgement Letter Sent	Initials	Date Entered into QuickBooks
Initiative #	Admin: <input type="checkbox"/> Y <input type="checkbox"/> N	Initials
<input type="checkbox"/> New Donor <input type="checkbox"/> FDN UR Cash <input type="checkbox"/> FDN Equipment <input type="checkbox"/> Prior Donor <input type="checkbox"/> FDN R Cash <input type="checkbox"/> FDN In-Kind <input type="checkbox"/> College Cash Donation <input type="checkbox"/> College Equipment <input type="checkbox"/> College In-Kind <input type="checkbox"/> College UR Endowment <input type="checkbox"/> College R Endowment	Memo	