

Lewis-Clark State College Foundation Gift Transmittal Form – NON-CASH GIFTS

Foundation Office

602 11th Avenue, Lewiston, ID 83501
(208-792-2458) or collegeadvancement@lcsc.edu

INSTRUCTIONS: Complete this form; attach copies of all supporting documentation. **ENTIRE FORM MUST BE FILLED OUT IN ORDER FOR THE GIFT TO BE PROCESSED.** Submit to the Foundation Office. Please contact us if you have any questions.

SECTION I: COLLEGE INFORMATION

School/Department Transmitting Gift: _____ Date: _____

Department Contact Person: _____ Phone: _____

E-Mail Address: _____

SECTION II: DONOR INFORMATION – ATTACH COPIES OF DOCUMENTATION

Donor Name: _____ Donor ID#: _____

If Donor is a Company/Foundation/Organization:

Contact Person: _____ Contact ID#: _____

Title: _____ Phone Number: _____

Donor or Contact Person: Street Address: _____

City: _____ State: _____ Zip: _____

For organization gifts, who should receive the receipt?

☐

ORGANIZATION

☐

CONTACT PERSON

SECTION III: NON-CASH GIFTS INFORMATION

Please indicate the appropriate gift value: (circle one) **No Declared Value / Donor Declared Value / Appraised Value**

Gift amount for donor declared or appraised value: \$ _____ *gifts valued at \$5,000 or greater **may need** a qualified appraisal and be approved by the LC State Foundation Office. Please contact Jennie Jones Hall at 792-2458 for further details.

Date gift was received by the department: _____ ***Important information as this date will be the recorded gift date**

Gift-In-Kind Designation Code/Fund _____ Designation Name: _____

Detailed Description of Gift: _____

Gift Location (for property inventory purposes):

SECTION IV: SIGNATURES AS REQUIRED BY COLLEGE/DEPARTMENT

Approved College/Department Signature
(Dean, Vice President, or President)

Date

Approved/Director of Advancement

Date