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