



Gift Report Form

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For Donations of \$, Products and Gift Certificates

Instructions: This form is for the District and the Foundation only. This is not a donation receipt. Complete and return this form to Community Relations. A gift acknowledgment and tax receipt will be sent to the donor and a copy will be returned to the contact name listed below.

Department Reporting Gift:			
Contact Name:			
Contact Phone:		Date:	
Donor Information			
Prefix	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		
Donor Name			
Business/Contact			
Street Address			
	City:	State:	Zip Code:
	Phone:	Email	
	<input type="checkbox"/> Individual/Family <input type="checkbox"/> Alumnus <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Corporate <input type="checkbox"/> Foundation <input type="checkbox"/> Other		
Gift Information			
Cash Donation	\$		
	Donations over \$250 [IRC 170(f)]: Were goods or services furnished in consideration for this gift? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, description:		
	Deposit to Account (Enter if known)	- - - -	
Other Donation			
	Estimated fair market value, if known:	Valued over \$5000 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Item(s) are located:		
Disposition	<u>Use where most needed, or as designated below:</u> <i>For non-cash gifts, a designation/use must be specified for the donor to receive a tax deduction.</i>		
For Office Use Only			
Date entered in Ben.:	By:		District
Batch #			Foundation
Memorial Gift <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Sent to:	Gift Report Dated:	
Date receipt sent to: Donor:	Contact:		
Monthly/Quarterly Report Sent to:		Date	