



# FLORIDA STATE UNIVERSITY FOUNDATION

## Instructions for Completing Gift Transmittal Forms

**Overview:** The gift transmittal form is used to submit charitable gifts to the FSU Foundation. This includes transactions that are charitable gifts, but that have a non-gift component (a gift and non-gift split). If you are unsure if what you want to submit is a gift, non-gift, or split, please contact Gift Processing at 644-6000.

Definition of a gift per the IRS:

*A charitable contribution is a donation or gift to, or for the use of, a qualified organization. It is voluntary and is made without getting, or expecting to get, anything of equal value.*

Key phrases: voluntary and without expectation of something in return

Transactions that have no charitable component are non-gift transactions, and there are separate transmittal forms and instructions for them. Please contact the Foundation Accounting department if you have questions about non-gifts. They can also be reached at 644-6000.

### Instructions:

1. Cash, checks and credit cards must be submitted on separate forms, so divide your gifts into groupings as such.
2. Complete each field on the form as follows:

#### Upper Left

- a. Date: The date you are preparing the transmittal
- b. Contact for questions: Who the Foundation should call if we have additional questions. This may or may not be the same person that completes the transmittal.
- c. Phone: The best phone number for this contact person.
- d. Email: The best email address for this person.

#### Upper Right

- e. Amount: Total dollar amount of all transactions on transmittal
- f. # of Items: Total number of transactions submitted  
\*\*There is space on the transmittal for six items. If you have more than six items to submit, you must subtotal each separate transmittal. You cannot do one subtotal on the first page and then attach subsequent transmittals without subtotals. This is important for validation and auditing

#### Middle Left

- g. Name: Name of donor



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- h. Address/City/State/Zip: Address of donor
- i. Corp. Contact: For gifts from businesses, this is the person that should receive the thank you letter from the Foundation. Not necessarily the person who signed the check or sent the check, typically an owner or executive. Gift Processing will contact you if you leave this blank.
- j. Date gift received: The date received in your office

### **Middle Right**

- k. Total: Total amount of the transaction
- l. Type: Choose Gift or Non-Gift from dropdown. The non-gift option is only if you are entering gift and non-gift splits. If so, enter the gift portion on the first line, and the non-gift portion right below on the second line.
- m. Designation: This is the Foundation fund number. Always begins with F0 (example: F07373).
- n. Amount: Same amount as the amount you put in the Total column if the entire transaction is a charitable gift. Or, if it is a gift and non-gift split, enter the gift portion on the first line, and the non-gift portion on the second line.
- o. Endowed: Choose yes or no from the dropdown
- p. Anonymous: Choose yes or no from the dropdown
- q. Tribute or earmark:
  - i. A tribute is a gift in honor or in memory of someone \*\*In memory gifts require the name and address of a contact to mail a notification letter, attach separate note if needed
  - ii. An earmark is a sub-accounting within a general fund, if a donor wants their gift spent for something specific (example: an earmark for a specific conference)  
\*\*Tracking and spending of earmarks is the responsibility of each campus unit, the Foundation uses this for informational purposes only and to include in the donor acknowledgement letter. Earmarks will appear on the weekly gift reports for fundraisers and deans, but please ensure your college accounting staff are aware so they can manage this.
- r. If endowed fund, spendable side yes/no: Must be completed if the designation is an endowed fund. Donors may wish to deposit money directly into the spendable side of an endowment, otherwise the gift will be invested and **not** spent. Donor intent is important here.
- s. Repeat as necessary for up to six donations on one transmittal.

### **Bottom**

- t. Check each box as follows:
  - i. Attached all documentation, including envelope (mandatory)



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1. The envelope, as well as any letters sent by the donor, relevant email correspondence, etc. is required. Gift Processing will contact you if insufficient documentation is provided.
  - ii. Corporate Contact listed for acknowledgement letter (mandatory)
    1. This is a mandatory field, see above guidelines (step 1, i) for ensuring we have the right contact to send the acknowledgement letter. Ask your college/unit fundraiser or whoever brought in the gift if you are unsure.
  - iii. Gift obtained for a fundraising event
    1. Check **only** if the gift was collected for a fundraising dinner, auction, etc. The Foundation is required to report this on our tax return.
    2. If non-gift portion, description of non-gift benefit
      - a. T-shirt, dinner tickets, etc. We use this for the gift acknowledgement letter to the donor
    3. Date of event: Date event has held (applicable only if the answer to question 1 above was yes)
    4. Name of event: Official name of event (no abbreviations please) (applicable only if the answer to question 1 above was yes)
    5. Auction Yes/No: Circle one; we record auctions in a specific way
  - iv. Other Notes: Please include anything else that is useful for recording these donations. Any special instructions, requests from donors, etc.
  - v. Signature: The signature of whomever prepared the transmittal
  - vi. Date: Date you are signing
3. Place transmittal on top of cash, checks or credit cards, arranged in the same order they appear on the transmittal, with envelopes and all other backup. Fasten securely with a clip and place in a large interoffice envelope.
  4. Hand delivery to the Foundation is highly encouraged as campus mail delays the processing of the gift, the availability of your funds, and the thank you letter to the donor by up to a week.
  5. The Foundation receptionist can provide a receipt if you wish, either way, place the envelope with your gifts inside in the Accounting drop box in the lobby. Please place non-gift items, disbursement requests, etc. in a separate envelope.

Gifts will typically be posted to your fund(s) within a week. Gift Processing typically takes 1-3 days to record and review the gifts for posting to the general ledger, and Accounting takes another 1-2 days to reconcile and make the money available in your fund(s).

The Foundation sends all official tax letters to the donor. We strongly encourage campus units to send an additional thank you, but refrain from using any verbiage regarding tax deductibility in your letter.

Again, we are happy to answer any questions, so please contact Gift Processing at 644-6000 if you need assistance. We want to get things right the first time, so that donors continue to love and support FSU!