Policies and Procedures

SECTION:	NO.			
Financial	3.1.4.	3.1.4.		
CHAPTER:	ISSUED:	REV. A	REV. B	
General	2/21/85			
POLICY:	PACE 1 O	PAGE 1 OF 1		
University Gift Transmittal Form	FAGE 1 OI			
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Gift Transmittal Form for Creighton University 1. Description of Gift: \$_____(Shares of Stock) 2. **Donor Information:** ZIP City State 3. Gift Information: Restricted by Donor Yes No For What Purpose? Account Number _____ Matching Gift Form Enclosed 4. Other Information About Donor: 5. Special Requests from the Donor: (Please enclose copies of all correspondence from donor.) 6. Name of Department or School: Name of Employee Handling Gift: ______ Phone: _____ Signature of Employee Date of Receipt of Gift

Thank you very much for your cooperation and assistance with this gift. The Development Office will be happy to make arrangements to pick up cash or other negotiable items from you. Please do not send them through campus mail. Please retain a copy of this form for your records.