

UNIVERSITY OF TENNESSEE GIFT TRANSMITTAL FORM

INSTRUCTIONS:

- Please Type or Print
 - Complete a separate form for gifts-in-kind.
 - Attach original transmittal form to cash/checks/credit card, all original correspondence, and envelope for each gift.
- A. Enter the ANDI ID# or enter NEW for a new donor.
 B. Provide address, if not on check or correspondence.
 C. Provide account number and/or allocation code.
 D. Attach explanation of non-gift amount.
- **DO NOT HOLD DONATIONS.** They MUST be submitted daily to the Advancement Services Gift Records office.
 - Hand-deliver gifts to Advancement Services Gift Records Office, B022-A U.T. Conference Center or 600 Andy Holt Tower.

Donor Name	ANDI ID# (A)	Address (B)	Acct#/ Alloc. Code (C)	Gift Type			Gift Amt.	Non-Gift Amt. (D)
				CK	CC	Cash		

Special Instructions:

Prepared By: _____

Date: _____

Received By: _____

Department: _____

Phone #: _____

Date Rec'd: _____