

## Gift/Revenue Collection Form

<b>Cash</b>					
Donor Full Name (including middle name/initial)	Address	Phone/Email	Fund/Designation	Purpose*	Amount
					\$ .
					\$ .
					\$ .
					\$ .
					\$ .
					\$ .
<b>Total</b>					\$ .

<b>Checks</b>					
Donor Full Name (including middle name/initial)	Address	Phone/Email	Fund/Designation	Purpose*	Amount
					\$ .
					\$ .
					\$ .
					\$ .
					\$ .
					\$ .
<b>Total</b>					\$ .

<b>Grand Total</b>	\$ .
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\*For example, ticket purchase, donation, reimbursement, etc.



**Department from:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

PRINT \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IA Staff Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_