

Policy

The **Gift/Pledge Transmittal Form** must be completed and submitted to facilitate the processing and receipting of charitable donations received by any school, college or department of Tulane University. You should complete a separate **Gift/Pledge Transmittal Form** for each gift or pledge you submit.

All fields on the form must be completed in order for the Gift Administration Office in Advancement Information Services (AIS) to accurately process the gift. The transmittal form should be accompanied by appropriate gift documentation for audit purposes in addition to any checks or credit card payment details. Documentation may be in the form of a letter from the donor, a fully executed gift/pledge agreement, or an email exchange clearly including participation from the donor in which all of the necessary details are outlined. Please also attach the original postmarked envelope in which the gift was delivered.

You may submit a donation without a transmittal form only when the donation is accompanied by a solicitation reply device that conveys all of the same information outlined on a transmittal.

Completed forms, along with all supporting documentation, should be forwarded to the Gift Administration Office following the procedures listed on the Check/Cash Handling Policy that is located on page 3.

Note: The **Gift/Pledge Transmittal Form** should be used only for charitable gift transactions. If you are depositing a grant-related item (account/project number 5#####), a **Research Administration Deposit Form**.

You should use the **Gift Planning Transmittal Form** for planned gifts and the **Transmittal Form for Gifts in Kind to Tulane** for gifts of property. These forms are located on the Advancement Office Sharepoint site.

Gift/Pledge Transmittal Form

Complete the **Gift/Pledge Transmittal Form** by entering data into the following fields:

1. **Completed by:** The name of the person preparing the Gift/Pledge Transmittal Form.
2. **Phone/Extension:** The phone number (include extension, if applicable) of the individual identified in #1 above.
3. **Date Completed:** The date that the transmittal is completed.
4. **Dept./Dev./School:** The name of the department, division, school, center or program that received the gift.
5. **Constituent (name):** For gifts by check, this is typically the name that appears on the check; contact the Gift Administration Office if you are uncertain as to the identity of the donor. Indicate the development database (Quest) **ID#** of the donor, if known. If no record exists, please ensure that complete contact information including address and phone number is provided in backup documentation in order for a new record to be established.
6. **Credit for:** The person or persons who should have soft credit applied to their donor record for the contribution. [Example: The Smith Family Foundation makes a gift to Tulane University. John Smith is the president of the Smith Family Foundation and a graduate of Tulane and

should be recognized for directing this gift to Tulane.] Indicate the development database (Quest) **ID#** of the donor to be recognized, if known. Please ensure that complete contact information including address and phone number is provided in backup documentation in order to establish a new record.

7. **Honor/Memory:** Check the appropriate box if the donation is “in honor” or “in memory” and provide the name of the person in whose honor/memory the gift is being made. Indicate the development database (Quest) **ID#** of the tributee, if known.

8. **IHO/IMO Notification:** Include the contact information for the individual that should be notified that the donation was made IHO/IMO.

9. **Transaction Total:** The total cash (or equivalent) amount of the transaction; in the case of securities or other in-kind gifts, this is typically the total mean value of the stocks or bonds or the appraised fair market value of the property on the day Tulane received it.

10. **Quid Pro Quo (value of accepted benefits):** The fair market value of benefits provided to/accepted by the donor in consideration of their gift; contact the Gift Administration Office if you are uncertain about determining fair market value.

11. **Do NOT Publish Name?** Check this box if the donor does NOT wish to have his/her name published in the Donor Honor Roll. Any further details about recognition concerns should be documented in the Comments section of the transmittal form.

12. **Gift is Anonymous:** Check this box if the donor has requested that the gift be anonymous. Any further details about recognition concerns should be documented in the Comments section of the transmittal form.

13. **Proposal #:** Enter the proposal number from the development database.

14. **Grateful Patient:** Check this box if the donation should be coded with the Grateful Patient reporting flag.

15. **Appeal code:** Indicate the appropriate appeal code associated with the gift solicitation, if applicable. If a new code needs to be established, please contact the Gift Administration Office.

16. **Project Num/Project Name (Purpose):** The six-digit General Ledger account number reflecting the intended purpose of the gift into which the funds are to be deposited; include the name of the account.

17. **Transaction Type:** Indicate whether the transaction is an outright new gift, a pledge payment, or a new pledge.

18. **Pledge Information:** If you selected “Pledge” from the Transaction Type above, then you will need to provide the number of payments, the start date of the payments, and the frequency.

19. **Tender:** Indicate the form of payment that is being used. For credit card payments, you should NOT email them. If you have a credit card donation-please go online to put the charge through or call 800-933-6886.

20. **Comment Section:** Should include any additional instructions or notes about this gift.

INTERNAL MEMORANDUM

Date: May 25, 2025

To: Deans, Directors and Department Heads

From: Rachael Yopez, Director of Gift Accounting

Subject: New donation check/cash handling policy

On behalf of Gift Administration, below is our new donation check/cash handling policy. Please be sure to endorse the back of each check by either writing or stamping it with "For Deposit Only/Tulane University" before submitting it to Gift Administration.

If you have any questions, please feel free to reach out to Gift Administration at 1-800-933-6886, or tugift@tulane.edu.

If a university employee receives a check or cash, the following steps should be followed:

- a. The cash or check must be safeguarded in the receiving office until presented to Gift Administration within 5 business days.
- b. A Gift Transmittal Form must be completed. This form is available here: <https://tams.tulane.edu/content/deposit-forms>
- c. Cash gifts must be hand delivered to Gift Administration at 1555 Poydras Street, Suite 1000 between the hours of 9am-3pm.
- d. Check gifts must be endorsed on the back of the check "For Deposit Only/Tulane University."
- e. An email must be sent to tugift@tulane.edu with a copy of the Gift Transmittal Form attached. Email only the form, not the check or other supporting documentation. The subject line should include: Gift Transmittal, Donor Name, and the method of submitting the check to gift accounting:
 - i. Campus Mail: Checks < \$500 should be stamped "For Deposit Only/Tulane University" and sent along with a completed Gift Transmittal Form via campus mail to Gift Administration at 1555 Poydras Street, Suite 1000.
 - ii. Hand-delivered: Checks \$500 and up should be stamped "For Deposit Only/Tulane University" and be delivered along with a completed Gift Transmittal Form to Gift Administration at 1555 Poydras Street, Suite 1000. If the office is unoccupied, then hand-delivered checks should be placed in a sealed envelope and inserted into the Gift Administration secure mailbox in the mailroom on the 10th floor at 1555 Poydras Street.
 - iii. Bursar-Uptown OR Bursar-Downtown: If delivering to 1555 Poydras Street is not possible, then the check should be stamped "For Deposit Only/Tulane University" and delivered in a sealed envelope to either the uptown or downtown bursar. The Advancement Office will arrange to pick up checks from the Bursar when notified by your email.
- f. The sent email can be used by the department in place of a log to reconcile departmental budget statements.

Please be sure to endorse the back of each check by either writing or stamping it with "For Deposit Only/Tulane University" before submitting it to Gift Administration.

If you have any questions regarding this process or if you have any fundraising questions, please feel free to reach out to Gift Administration at 800-933-6886, or tugift@tulane.edu.