



# WKU FOUNDATION

*Your Gifts. WKU's Future.*

## ADVICE OF CASH GIFT TIPS

**The following fields are required for entries.**

- A. Submitted by and Extension – Who completed the form
- B. Department Transmitting Gifts- Name of department
- C. Dated Transmitted
- D. Donor's Name- (Contact Name required if company or business)
- E. Donor's Address
- F. Amount
- G. Charitable or Non-Charitable- (Check appropriate box)
  - Charitable- (Did not receive any goods or services, strictly donations.)
  - Non-Charitable- (received goods or services) Not tax deductible
- H. Name of Fund-WKU Foundation Account Name
- I. Foundation Account Number- (Do not use University Account Numbers)
- J. Credit Card Information – Card type, Number and Expiration Needed

**PLEASE DO NOT SEND THROUGH CAMPUS MAIL!**

Please attach all cash, check(s) or credit card information to form. Hand deliver to the WKU Foundation Office within 24 hours of receiving gift(s).

If you have any questions, please call the WKU Foundation Office at 5-3105.