

CONTRIBUTION FORM

To be used when sending gift and non-gift funds from ISU to the ISU Foundation.

PLEASE INCLUDE ORIGINAL DOCUMENTS FROM DONOR

Account number: _____ Total Amount: \$ _____
(one account per deposit form) *(attach tape)*

ISU Foundation Project Name: _____

Department: _____ Phone number: _____

Sent by: _____ Date: _____

Type of Deposit:

GIFT

- Gift/Contribution *(Cash or checks)*
- Gift-in-Kind *(Non-cash, such as equipment. Attach documentation of value)*
- Memorial/Honorary Gift *(Provide acknowledgment information such as name and address of family member or honoree) _____*

(If any quid pro quo was provided to donor, also complete page 2)

NON-GIFT

- Scholarship Recipient selected by donor
- Expense Refund
- Other

Explanation/reason for deposit: _____

If it is not on the check or other correspondence, please include the following information for each check/cash deposited. Continue on second page if necessary.

Name of Donor/Payer	Address Information	Amount
_____	_____	_____
_____	_____	_____

PLEASE NOTE THE FOLLOWING:

1. Please send gift(s) and non-gift(s) to the ISU Foundation as soon as possible to ensure deposit/acknowledgment in a timely manner.
2. Attach copies of all pertinent information from the donor and any other correspondence relative to the deposit.
3. Checks should be made payable to the Iowa State University Foundation
4. Attach original matching gift form, if included.
5. Please include Page 2 to describe any quid pro quo provided to donors. Absence of Page 2 indicates that no quid pro quo was provided.
6. Limit the number of checks to 50 per transmittal.
7. If there are any questions, please contact the Foundation Accounting Office (4-6546)

CONTRIBUTION FORM PAGE 2

(Attachment for Fundraising Event and Quid Pro Quo)

Date: _____

Name of Event/Program: _____

Date of Event: _____

Fund Number: _____

Contact Name: _____

Contact Telephone Number: _____

Description of quid pro quo: _____
(i.e.: 1 dinner or 1 t-shirt)

Amount Collected: _____

Less value of quid pro quo to Donor* - _____

Net Gift Portion: = _____

NOTES: This form must be submitted for **all** deposits where donors have received any **quid pro quo** in return for their gift. IRS rules require that the value of the **quid pro quo** be stated on the gift receipt produced by the ISU Foundation.

A **quid pro quo** contribution is defined as a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. *(Ex: a donor pays \$100 to attend a dinner event; the market value of the food and entertainment is \$75; accordingly, \$25 would be a tax deductible gift.)*

***Please note that the "value" of the quid pro quo is not what it cost the event planner, but the market value of the goods, services, or benefit.**

Please check with the Foundation's Donor Relations Department to ensure statements on promotional literature *(invitations, tickets, etc.)* for fundraising events comply with IRS rules.

Please attach a copy of any promotional materials to this form.