

Gift Deposit Form

Medical School Foundation

**To: Gift Accounting Department
 Advancement Services
 P.O. Box 400807
 2405 Ivy Road, Charlottesville VA 22904**

Date: _____

From: Department: _____

 (Messenger mail address)

By: _____

Phone: _____

Important: If the donor receives a benefit in return for making the gift, please see page 2/2.

Reminders:

1. Restrictively endorse checks immediately upon receipt.
2. Cash gifts need to be hand delivered - **Do not send cash through messenger mail.**
3. A) Name of individual to be acknowledged **must** be identified on all gifts of \$1,000.00 or more.
 B) Specify if anyone should be given associated credit including full name and address.
4. If the gift deposit was held more than 24 hours, please explain: _____
5. **School of Medicine Departments are Required** to submit a **Conflict of Interest Form** for all checks from corporations or corporate-funded foundations. (Form available at SOM Website under Faculty Policies, Appendix 1: Policy 3.14)

Donor Name	Project Number	Amount	Donor Benefit Y / N	New A/C ? Y / N	Gift Purpose and/or Account Name/Notes
			Y / N	Y / N	
			Y / N	Y / N	
			Y / N	Y / N	
			Y / N	Y / N	
			Y / N	Y / N	
			Y / N	Y / N	
			Y / N	Y / N	

Total Deposit Amount: _____

Donor Benefit Information

Internal Revenue Service regulations require the deduction of the fair market value of any benefits given or services rendered in association with any gift given to the University of Virginia. Solicitations for gifts which offer premiums - such as event attendance, apparel, books and music, etc.. - are subject to this rule. Each department is responsible for determining and documenting the fair market value (**FMV**) of the benefits received by their donors and for supplying this information to the Gift Accounting Department so that accurate charitable gift receipts can be issued.

Donor Name	Gift Amount	Benefit FMV	Benefit Description

Please contact the Gift Accounting Department if you have any questions about this form. We can be reached at 243-0631.

Gift Accounting can **assist** in the planning for gift solicitations where donors will receive benefits in exchange for gifts. Please contact us as early in the process as possible so we can work with you to ensure that your donor's gifts meet the Internal Revenue Service regulations.