

Lewis-Clark State College Foundation Gift Transmittal Form – NON-CASH GIFTS

**Foundation Office**

602 11th Avenue, Lewiston, ID 83501  
(208-792-2458) or collegeadvancement@lcsc.edu

**INSTRUCTIONS:** Complete this form; attach copies of all supporting documentation. **ENTIRE FORM MUST BE FILLED OUT IN ORDER FOR THE GIFT TO BE PROCESSED.** Submit to the Foundation Office. Please contact us if you have any questions.

**SECTION I: COLLEGE INFORMATION**

School/Department Transmitting Gift: \_\_\_\_\_ Date: \_\_\_\_\_

Department Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**SECTION II: DONOR INFORMATION – ATTACH COPIES OF DOCUMENTATION**

Donor Name: \_\_\_\_\_ Donor ID#: \_\_\_\_\_

*If Donor is a Company/Foundation/Organization:*

Contact Person: \_\_\_\_\_ Contact ID#: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Donor or Contact Person:* Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For organization gifts, who should receive the receipt?

ORGANIZATION

CONTACT PERSON

**SECTION III: NON-CASH GIFTS INFORMATION**

Please indicate the appropriate gift value: (circle one) **No Declared Value / Donor Declared Value / Appraised Value**

Gift amount for donor declared or appraised value: \$ \_\_\_\_\_ \*gifts valued at \$5,000 or greater **may need** a qualified appraisal and be approved by the LC State Foundation Office. Please contact Jennie Jones Hall at 792-2458 for further details.

Date gift was received by the department: \_\_\_\_\_ **\*Important information as this date will be the recorded gift date**

Gift-In-Kind Designation Code/Fund \_\_\_\_\_ Designation Name: \_\_\_\_\_

Detailed Description of Gift: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Gift Location (for property inventory purposes):

\_\_\_\_\_

**SECTION IV: SIGNATURES AS REQUIRED BY COLLEGE/DEPARTMENT**

Approved College/Department Signature

Date

Approved/Director of Advancement

Date