

Receiving Gifts

Most gifts are received directly by Alumni Relations and Development (ARD). If you receive a gift via check at your department, please send to the Gift and Record Services department at ARD intercampus mail at 1201 Davis Street and include:

1. Check and all physical accompanying documents,
2. Donor identification including name and address,
3. Project ID to allocate the gift to or the school TBD gift project

When a gift is embedded within a payment that includes gift revenue, please:

1. Create a CRT,
2. Record non-gift revenue as normal,
3. Allocate gift revenue to 3200 Department IE3000000201-26301,
4. Provide the CRT, donor identification, Project ID to both [Gift and Record Services](#) and [Accounting Services](#) via email.

Reach out to [Gift and Record Services](#) with questions about gifts received in other formats, such as wires or securities.

Please remember that the posting of revenue into the gift charting will rely on timely notification to Gift Record Services and Accounting Services.