



## Credit Card Gifts - Policies and Procedures

### Credit Card Types Accepted:

The University of Idaho Foundation (UIF) accepts the following major credit cards for payment of charitable contributions: **American Express, Discover, Master Card** and **VISA**.

### Ways to Give:

- On the secure “Give to Idaho” web site –  
<https://www.uidaho.edu/giving>

- By telephone or in person to the UIF Gift Administration Office (GAO):

<u>Mailing Address</u>	<u>Physical Address</u>	<u>Phone</u> (208) 885-4000
875 Perimeter Drive MS 3143 Moscow, ID 83844-3143	Mary E. Forney Hall 1210 Blake Ave Room 105	

- By telephone or in person to a Development Officer. The Development Officer should communicate this information to the GAO as soon as possible via phone call, hand deliver to the GAO, or send via a secure method (USPS or Campus Mail). Credit card information should never be sent via e-mail, as e-mail is not secure.
- By telephone to a **Vandal Connect** student caller. Information is electronically delivered to GAO the next business day.
- Via the US Postal Service or third-party carrier delivered to GAO

### Required Information to process credit card gifts:

- **Donor’s name** (exactly as it appears on the card), **address**, **credit card type**, **credit card number** and **expiration date**
- **CVV Codes** are **required** for recurring credit card gifts
- **Dollar amount** of authorized charge
- **Gift designation**
- The “Give to Idaho” web site requires an e-mail address
- Recurring credit card gifts require an email address

## **Dates and Deadlines: IMPORTANT!**

- Dates and deadlines are extremely critical, as they will impact the donor's ability to claim a charitable tax deduction in the intended year.
- Per the IRS, the legal contribution date for a credit card gift is the *date the gift is authorized (charged) to the donor's credit card account*.
- The postmark date for a mailed-in credit card contribution does **NOT** determine the legal gift date for a credit card gift.
- The date that a donor gives their credit card information to a Development Officer or other UI staff does **NOT** determine the legal date for that gift.

## **Year-End Giving Deadlines**

Important **Year-End Deadlines** can be found here:

<https://www.uidaho.edu/uidahofoundation/gift-administration/year-end-deadlines>

## **Practices to Avoid:**

- Sending credit card numbers by email. E-mail is not secure.
- Mailing a credit card gift to GAO during the December holidays when the university is closed. The credit card gift may not be processed by the donor's December 31 deadline for tax purposes. Please refer to important **Year-End Deadlines** found here: <https://www.uidaho.edu/uidahofoundation/gift-administration/year-end-deadlines>
- Waiting until the last minute to transmit credit card information to the GAO at year-end. Please allow sufficient time for receiving and processing credit card gifts by submitting information by year-end deadlines.

Questions? Feel free to contact the Gift Administration office at (208) 885-4000  
or email [gifts@uidaho.edu](mailto:gifts@uidaho.edu)