

University of Idaho Foundation Gift Transmittal Form – ADJUSTMENT REQUEST

Gift Administration Office

Mary Forney Hall, Room 105
875 Perimeter Dr MS 3143, Moscow, ID 83844-3143
(208-885-4000) or gifts@uidaho.edu

INSTRUCTIONS: Complete *all* fields within the form. Please submit the form to gifts@uidaho.edu.

SECTION I: UNIVERSITY INFORMATION

College/Department Transmitting Gift: _____ Date: _____
Department Contact Person: _____ Phone: _____
E-Mail Address: _____

SECTION II: DONOR AND ORIGINAL GIFT INFORMATION

Donor Name: _____ Donor ID#: _____
Contribution #: _____ Contribution Date: _____
Designation Name: _____ Designation Code: _____

SECTION III: ADJUSTMENT INFORMATION

Adjustment Reason and Detailed Explanation for Adjustment Request (*Ex: spouse not given credit, designation change, outright gift should be a pledge payment*), and **WHY** these changes need to be made:

IF APPLICABLE – fill out any information required to process an accurate adjustment:

New Designation Code _____ New Designation Name: _____

ID# and Name of Additional Person to Receive Credit: _____

Corrected Gift Date: _____ Any Other Necessary Adjustment Information: _____

SECTION IV: SIGNATURES – MUST BE SIGNED BY DEVELOPMENT DIRECTOR OR COLLEGE DEAN

Development Director or Dean Signature	Date	Secondary Signature (if needed)	Date
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