



University
of Windsor

INFORMATION FORM FOR INCOMING DONATIONS

Gift Submitted By*: _____

Are You the Solicitor? Yes No

Amount*: _____ Cash Cheque

Date Received (YYYY-MM-DD): _____

Constituent ID*: _____

NOTE: If no Constituent ID is found in Raiser's Edge, contact the Advancement Services Clerk to set one up prior to submitting form.

Donor Name*: _____

Fund Number*: _____

Campaign / Appeal*: _____

Package*: _____

Additional Comments:

NOTE: All fields marked with an asterisks (*) must be completed before submitting in order for donations to be processed.

Submitted By: _____ Date (YYYY-MM-DD): _____

Acknowledged By: _____ Date (YYYY-MM-DD): _____