



RETIREMENT GIFT REQUEST FORM

Please contact the Division of University Advancement prior to filling out this form. Gifts are provided as a courtesy and are subject to availability.

DONOR RELATIONS & STEWARDSHIP
Division of University Advancement
777 Glades Road, Bldg 10 Rm 383
Boca Raton, FL 33431

Phone: (561) 297-0058
Fax: (561) 297-2890

Department Information

Department Name: _____
Contact Person: _____
Phone Number: _____
E-mail: _____

Gift Information

Item #1: _____
Cost: _____
Recipient Name: _____
Recipient's Relationship to FAU: _____

Item #2: _____
Cost: _____
Recipient Name: _____
Recipient's Relationship to FAU: _____

Project to Project Transfer Request

Amount to Transfer: _____
From Project #: _____
Project Description: _____
To Project #: ADV820
Project Description: University Relations General Fund

Please provide sufficient back-up documentation so that this transfer can be properly carried out. If your department does not have a Foundation account and you want to use a concession fund, the money must be transferred prior to picking up any items.

Project Director: _____ **Date:** _____
Project Approver: _____ **Date:** _____
Other (specify): _____ **Date:** _____

FOR OFFICIAL USE ONLY

Received by: _____
Date: _____
Item(s) Pick-up Date: _____
Tracking #: _____