

Guidelines for Receiving Donations

The Steinhardt Development team works with NYU's Office of Gift Administration, Steinhardt's Office of Administration and Finance, and department administrators to process gifts.

It is important that gifts/donations are processed quickly and correctly to ensure that:

- Funds end up in the correct accounts so that they can be easily accessed and properly allocated.
- Donors receive timely/relevant tax receipts and acknowledgement letters.
- We can track how much money Steinhardt School has received in donations and use that information to estimate future fundraising goals and school-wide budgets.

What to Do When You Receive a Donation:

- Complete the Donation Transmittal Form.
- **Hand-deliver ALL CHECKS to Michelle Band at 25 West Fourth Street (3rd Floor).** If you are not able to do so, please contact Michelle and she will arrange to have someone come pick it up.
- Submit the gift within 48 hours of receipt to:

Michelle Band
Office of Development
25 W. 4th Street, 3rd Floor (seat 325A)
Tel: (212) 998-6931, Email: michelle.band@nyu.edu

- In addition to the check, submit the Donation Transmittal Form, the envelope that the check came in and any letter or other documentation that came with it. **Gifts are processed based on the postmark date on the envelope – this is important for tax reasons, especially at the end of the calendar year.**
- Checks should be made payable to **New York University**. Donors can include more specific allocation information (e.g. "Food Studies Program") in the memo section of the check. Gifts can also be made by credit card or wire transfer. **Contact Michelle for details.**
- Make a copy of the check, Donation Transmittal Form and all accompanying documentation for your records before submitting.
- **Note re Bursar's Office** - Michelle will process all cash or cash equivalent gifts. Gifts cannot be processed through the Bursar's Office.
- If the gift is non-monetary or in-kind, **contact Michelle before** any goods or services are negotiated or received. The School cannot accept goods or services as a gift without official pre-approval by the Dean and completion of University documentation.

Thank You!



Donation Transmittal Form

Please send along all original paperwork (envelopes, any corresponding communications and Donation Transmittal Form).

Contact Michelle Band at michelle.band@nyu.edu or 212-998-6931.

[If Michelle is unavailable, please contact Jacob Capshaw-Torres at 212-998-6416 or jacob.capshaw@nyu.edu]

Donor Information	
Name of Donor (Individual, Company, Foundation, etc)	
Address	
Basic Gift Information	
Donor Date of Gift	____/____/20____
Gift Amount	\$_____
Suggested Gift Allocation Account: <i>[if you are unsure, please discuss with Michelle at x8-6931]</i>	____ - _____ - _____ - _____ Fund Org Program Project
Gift Appeal (if any):	
Gift Tender (circle one):	Check No: _____ Cash Wire Transfer/Date of Transfer: _____ Credit Card: <i>(Do not write credit card number on this, attach separate form)</i>
Additional Gift Information	
Will this gift be matched?	___ YES ___ NO Is the gift anonymous? ___ YES ___ NO
Please describe the nature of this gift. <i>(List all faculty members involved, programs it is funding, who solicited the gift etc.)</i>	
Please describe your department's relationship with this donor.	
Have you been in touch with Steinhardt's Office of Research or a Development gift officer about this gift/donor? If so, who?	

Your Name: _____

Your Phone: _____

Date Submitted: _____