



University of California
San Francisco
advancing health worldwide

Gift Transmittal

Note these ***are not*** campus mailboxes;
please affix correct postage and mail to:
US Postal Service:

UCSF
P.O. Box 45339
San Francisco, CA 94145-0339

All other couriers:

Lockbox/Item Processing Operations
Attn: UCSF Foundation Lockbox 45339
MUFG Union Bank, N.A.
1751 Harborbay Parkway
Suite 100
Alameda, CA 94502

DATE:			
USE/PURPOSE AS DESIGNATED BY DONOR:			
IN MEMORY OF DECEASED INDIVIDUAL:		IN HONOR OF:	
PROJECT TITLE:			APPEAL CODE:
Is a new parent project needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
PARENT PROJECT:	AWARD ID:	UDAR PROPOSAL ID# (if known):	
Is a 700U - Statement of Economic Interest Form Required?			
1) Is this gift from an organization?		No <input type="checkbox"/> Yes <input type="checkbox"/>	Since your answer to both questions is yes , a completed 700U is required . For more information, see the Statement of Economic Interest Form (700U) instructions located at: http://controller.ucsf.edu/gifts/forms.asp
2) Is this gift for specific research and/or a specific Principal Investigator?		No <input type="checkbox"/> Yes <input type="checkbox"/>	
Donor Names:			
Gift Fee Options:			
<input type="checkbox"/> Directly from gift		<input type="checkbox"/> Hold until fee is earned (\$25,000 minimum)	<input type="checkbox"/> Funded from other source (\$10,000 minimum and must specify Fund/Dept ID/Project)
<input type="checkbox"/> Exempt (must state reason for exemption):			
<div></div>			
		FUND:	
		DEPT ID:	
		PROJECT:	
Amounts:			
Total Number of Checks	<div></div>		
Total Dollar Amount	\$ <div></div>		
Preparer Information:			
PREPARED BY:	DEPARTMENT/BOX #:	EMAIL ADDRESS:	PHONE EXTENSION:
Departmental Checklist			
Completed Gift Transmittal Form		Copy of 700U (if required): Note: a positive answer on the 700U form will be subject for further review by COIAC which may cause a 2-4 week delay in availability of funds.	
Check			
Original Envelope		Original signed 700U and copies of gift documents to Box 0294 (if required)	
Correspondence / Remit		Retain copies of check and documents until verified in ledger	
Conditions of Gift Award Letter (required for corporate research gifts => \$10,000) See: http://controller.ucsf.edu/gifts/forms.asp		Send to Lockbox via United States Postal Service or other courier (do not send directly to Gift Administration Office)	
		Affix correct postage; Gift Transmittals do not go to a campus mailbox and postage is required	