



University of California  
San Francisco  
advancing health worldwide

## Gift Transmittal

**US Postal Service to:**  
UCSF  
P.O. Box 45339  
San Francisco, CA 94145-0339

**All other couriers to:**  
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?  Yes  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   
Yes
- 2) Is this gift for specific research and/or a specific Principal Investigator? No   
Yes

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>

Donor Names:

**Gift Fee Options:**

Directly from gift  Hold until fee is earned (\$25,000 minimum)  Funded from other source (\$10,000 minimum and must specify Fund/Dept ID/Project)

Exempt (must state reason for exemption):

FUND:

DEPT ID:

PROJECT:

**Amounts:**

Total Number of Checks

Total Dollar Amount \$

**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 signed 700U and copies of gift documents to Box 0294 (if required)

Original Envelope  Retain copies of check and documents until verified in ledger

Correspondence / Remit  Send to Lockbox via United States Postal Service or other courier (do **not** send directly to Gift Administration Office)

Conditions of Gift Award Letter (required for corporate research gifts => \$10,000) See: <http://controller.ucsf.edu/gifts/forms.asp>