



# Cash Gift Documentation Form

Dear Donor:

The University of Nevada, Reno has over 230 clubs and organizations that are recognized through the Associated Students of the University of Nevada (ASUN). ASUN supports the activities that happen outside the classroom and clubs and organizations are a big part of having an active campus life. With your cash donation, you will be helping in the success of these clubs and organizations. A cash donation is made without an expectation of a benefit from the club and all or a portion of the gift may be tax-deductible. You will receive a tax receipt in the mail.

If your cash donation is potentially tax-deductible please complete the form below:

Date: \_\_\_\_\_

Donor's Name/Company Name: \_\_\_\_\_

Contact Name (Companies/Orgs Only): \_\_\_\_\_

Tax ID Number (Companies/Orgs Only) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Club Name that is getting the donation: \_\_\_\_\_

When paying by check, regardless of the designation of your donation, please make it payable to: "University of Nevada, Reno Foundation" and then indicate on the **Memo Line** the specific club or organization. Mail your donation to:

University of Nevada, Reno  
ASUN Business Office  
Mail Stop 058  
Reno, Nevada 89557  
Attention: put the club's name here

You can also make your donation online by credit/debit card at <http://giving.unr.edu> Please select *ASUN Club Account* for "Designation" and in the "Comments Box" at the bottom please put the *Club's Name* you would like to donate to. (Black Student Organization, Circle K, etc.)

\* Not putting the name of the club in the comments box will result in the club not receiving your donation.

Thank you for your support. If you have any questions, please contact a Student Activities staff member at (775) 784-6589.

Approved by Foundation Office 8-1-2005  
Deposit into ASUN Club Foundation Account #380055