

**LEHIGH UNIVERSITY
CONTRIBUTION TRANSMITTAL**

This form should be used to transmit tax-deductible contributions to the Development Office for which the donor expects gift credit and an acknowledgement.

Please send the contribution directly to the **Development Office** with one copy of this transmittal form and any related correspondence.
622 Brodhead Ave

DONOR: _____

ADDRESS: _____

DATE: _____

AMOUNT: _____

Cash ___ **Charge #** _____

Expiration Date: _____

Check ___ **Other** _____

GIFT PURPOSE: _____

DEPOSIT TO GIFT ACCOUNT: _____ - _____

NOTE: The contribution cannot be processed unless an account number is provided. If a new account needs to be created, please complete a [*Request for New Banner Index*](#) form and attach a copy to this transmittal.

ACKNOWLEDGMENT:

To Whom: _____

NOTE: It is very important to include the name to whom the acknowledgement should be written.

SEND ADVICE OF GIFT TRANSMITTAL FORM TO:

ORIGINATING DEPARTMENT:

DEPARTMENT CONTACT:

CAMPUS ADDRESS:

EXTENSION:

EMAIL:
