

Asset Transmittal Form

Important:

- This form should be used with all checks/cash. Checks for deposit into a Foundation account should be made payable to the Texas A&M Foundation. For audit purposes, copies of all correspondence relative to the deposit should be attached.
- Please refer to the attached Instruction Sheet for more information about how to complete this form. For more than one donor to the same account, complete and attach the Asset Transmittal Supplement to this form.

GIFT DESIGNATION INFORMATION (For allocating the gift to one or more areas.)

Amount	Account Number	Account Name
	←Total	

GIFT INFORMATION

Payment Type (required)	Deposit Type (required)	If Deposit Type is Other, please explain:	
Will this gift be matched? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, by whom? Attach Matching Gift Form.	Is this gift in memory or honor of anyone? If yes to either, please provide acknowledgement information:		
	<input type="checkbox"/> In Memory of	Notify:	
	<input type="checkbox"/> In Honor of	Notify:	

FORM PREPARER INFORMATION

Name of Form Preparer (required)	Email address	Mail Stop (required)	Phone (required)
Department (Required)	Department Approval		Date

DONOR INFORMATION

Check No.	Amount	Individual or Organization Name	Address	Contact Information for Organization

RESEARCH ACTIVITIES OR COMPLIANCE ISSUES

Do these funds involve research activity or compliance issues? Yes No If yes, please certify the following information with signatures below: This gift is accepted with the understanding that the University recipient(s) are aware of the scope of the research to be conducted. These funds are bestowed voluntarily by the donor and are not subject to a contract or with the expectation of any tangible compensation.

Principal Investigator	Date	Director/Dean of Unit	Date
Department Head	Date	The Unit Head should forward a signed copy of the form with attachments to the Office of Vice President for Research Information purposes. <u>The original form and attachments should continue through the normal gift acceptance procedures.</u>	

Do the activities funded by the gift involve any of the following issues? Yes No
 Please check item(s) that apply: human subjects, laboratory animals, recombinant DNA, infectious biohazards, radioactive materials, or conflict of interest issues. **Appropriate compliance documents must be filed and required reviews completed as necessary. It is the responsibility of the recipient University to provide the Foundation with appropriate clearance prior to the release of funds for expenditure.**