



Office of Institutional Advancement

4400 College Drive, Vernon, TX 76384 940.552.6291, ext. 2293 www.vernoncollege.edu

GIFT DONATION FORM

All gifts to Vernon College are processed through the Office of Institutional Advancement. If this is a gift of tangible assets, please complete the Gift-In-Kind Donation Form.

Donor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Gift Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_ Credit Card No: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Gift Designation: \_\_\_\_\_

Special notes/instructions about the gift: \_\_\_\_\_

This gift is in honor/memory of: \_\_\_\_\_

\_\_\_\_\_ Use gift designation on the memorial card or \_\_\_\_\_ use Vernon College Memorial Scholarship on the memorial card

Please send memorial/honor acknowledgment to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Donor may be listed in the annual Vernon College Honor Roll of Donors? \_\_\_\_\_ yes \_\_\_\_\_ no

Signature of College employee receiving the gift: \_\_\_\_\_

Accepted on behalf of Vernon College: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the President or Director of Institutional Advancement

\_\_\_\_\_ Endowed \_\_\_\_\_ Non-Endowed (Private established) \_\_\_\_\_ Foundation \_\_\_\_\_ Other

“Other” explanation: \_\_\_\_\_

Note: The Office of Institutional Advancement is designated by the President to process and acknowledge all gifts to Vernon College and the Vernon College Foundation.

Distribution with appropriate information attached:

\_\_\_\_\_ Business Office \_\_\_\_\_ Foundation — signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Financial Aid Office (Scholarships only)

\_\_\_\_\_ Office of Institutional Advancement \_\_\_\_\_ posted to Donor Database Date \_\_\_\_\_

\_\_\_\_\_ IA Acknowledgment sent Date \_\_\_\_\_

\_\_\_\_\_ President’s Acknowledgment Date \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Annual Fund Gift Club: \_\_\_\_\_ Lifeteme Giving Society: \_\_\_\_\_