



## Gift and Pledge Adjustment Request

Submit completed form with backup to [giftservicesdept@uofoundation.org](mailto:giftservicesdept@uofoundation.org)

Date Requested by Phone #

### Current Gift Information (fill in or attach a copy of the gift record)

Receipt #: Receipt Date:  
Donor Name: Donor ID#

### Requested Update(s)

- Change Donor from \_\_\_\_\_ to \_\_\_\_\_ (include supporting documentation)
- Add or remove Donor #  
\*Added donor credit should be  Joint  associated/soft  in honor of  in memory of
- Change Allocation from \_\_\_\_\_ to \_\_\_\_\_ (include supporting documentation)
- Change gift to payment on pledge #
- Change pledge payment to gift
- Write off pledge # \_\_\_\_\_ (attach approval of Senior VP for University Advancement or designee)
- Add/update appeal #
- Add/update proposal #
- Change pledge # \_\_\_\_\_ payment schedule to \$ \_\_\_\_\_ by \_\_\_\_\_, \$ \_\_\_\_\_ by \_\_\_\_\_, \$ \_\_\_\_\_ by \_\_\_\_\_
- Other: Field \_\_\_\_\_ Current/old info \_\_\_\_\_ Requested/new info \_\_\_\_\_

Comments:

### Reason for the adjustment:

- Gift Entry Error
- Donor directed (attach written donor request/approval)
- Gift Officer/School directed

Should the donor received an amended gift receipt?  yes  no

### UOF Processing

### Req. received date:

- Has gift been spent?  yes  no  n/a to adjustment
- Is adjustment consistent with donor intent  yes  no
- Adjustment approved: \_\_\_\_\_
- Adjustment written
- Adjustment processed by \_\_\_\_\_ on \_\_\_\_\_ batch # \_\_\_\_\_
- Amended Receipt sent by \_\_\_\_\_ on \_\_\_\_\_
- Laserfiche record updated by \_\_\_\_\_ on \_\_\_\_\_
- Notify Requester

*We strive to respond to all gift adjustment requests within 5 business days. During the peak giving season, please give us 10 business days.*