

Wright State University  
186 Student Union  
3640 Colonel Glenn Highway  
Dayton, OH 45435  
937/775-5522  
937/775-5527 FAX



## Sponsorship Form

This document recognizes the gift/gift intentions of the undersigned individual or company to Wright State University through the Wright State University Foundation, Inc.

### Part 1: For Completion by Donor

Corporate/Individual Donor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Gift: \_\_\_\_\_

<p>\$ _____ <b>Value of Gift</b> (This line is to be completed by <b>Donor Only</b>) The Internal Revenue Service regulations prohibit faculty, staff or any university employee from assisting or otherwise determining the value of gifts-in-kind. If the value of the gift is \$500 or more, the donor is required to file IRS form 8283 for gifts claimed as charitable donations.</p> <p>_____ Enclosed is a check payable to the WSU Foundation</p>
---

Gift to be used by: \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:  
Wright State University  
Attn: Pam Davis  
366 University Hall  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435

### Part 2: For completion by University Department

Gift received by: \_\_\_\_\_ Accepted by: \_\_\_\_\_

(signature, Business Manager, Student Affairs)

Location of gift: \_\_\_\_\_

Expenses incurred in acceptance of this gift: \_\_\_\_\_ GIK Account: \_\_\_\_\_

### Part 3: For completion by University/Foundation only

Approved by WSU Foundation: \_\_\_\_\_  
(president)

### Part 4: Foundation use only

Donation entered into database: \_\_\_\_\_

Acknowledgement sent to donor: \_\_\_\_\_