

## TRANSMITTAL INSTRUCTIONS

### GENERAL INFORMATION:

1. Transmittals should be typed.
2. School unit can have no more than 50 gifts on 1 transmittal (5 gifts per page). This allows for RSO room to write on the gift line if needed.
3. Schools should prepare transmittals by batch type.
  - a. Batch Type:
    - i. Outright Gift/Payments (this transmittal batch would include outright gifts and pledge payments to EXISTING pledges)
    - ii. Pledge/Payment (this transmittal batch would include NEW pledges and NEW pledges with its first partial pledge payment, i.e. pledge and its first payment came in together)

### TOP PORTION OF THE TRANSMITTAL:

1. Prepared by: "enter your first and last name"
2. Preparer's Tel. #: "enter your telephone #"
3. Dept: "enter your department"
4. Transmittal #: "enter your transmittal #". Some schools use a number system to track the status of their transmittals with the RSO. If your school does not need this, you can leave it blank.
5. Total Gifts + Premiums: This will automatically calculate the total Gift + Premiums on the transmittal.
6. RSO Deposit Date: For RSO use only

### GIFT INFORMATION ON THE TRANSMITTAL:

1. # of Gifts: Helps the preparer know how many gifts are on the transmittal
2. Donor ID or New: School unit must provide either the Advance ID # or New
3. Legal Donor(s) [name and address]: if you provided the Advance ID you only need to enter the donor(s) name (first, last and middle initial and suffix). If you do not have access to Advance, please provide the donor name (first last and middle) and their address. If you need to change a donor's address type NEW-and the new address in this field.
4. Gift Amount: Enter the total amount of the gift. (do not include premium amount in this section)
5. Gift Allocation: Enter the allocation number (tub, fund and fund type) as well as the allocation name. If there are multiple allocations, they should all be listed here.
6. Gift Type: Use the drop down to indicate whether it is an OG, PP, PL or Other. If it is a pledge payment and an outright gift, make sure you indicate PP and then put a comment in the comment field that the remainder is an OG.
7. Pledge Number: If you know the pledge number the donor is trying to pay, please provide it.
8. Appeal/Drive Year: If your school wants an appeal or a special drive year attached to the gift, please provide the information in this column. If no drive year is filled in, it will default to the current fiscal year.
9. Premium Amount: If a donor sends a check that is part gift and part receipt (the receipt is now called premium), an example of a receipt is a membership to the museum. Indicate only the premium amount in this column.
10. Premium Code & 33 Digit Premium Allocation: Enter the premium code that indicates what type of premium. Each premium type on advance is given a code for example BT05 is the code for Baseball Tickets 2005. Then enter the 33 digit premium allocation. An example of how to type this is BT05 – 123-12345-1234-123456-123456-1234-12345
11. Gift + Premium Total: this field automatically calculates for each gift, the gift amount plus the premium amount = check amount.
12. Department Gift Comments: Enter check # in this field. Also this field is used to give special instructions such as "JOINT GIFT", "add an on behalf of donor John J. Keel, id # 1234569888", "split gift 50/50 between the 2 allocations", "make gift in honor of Mary Jane Smith, id # 12365425" etc.
13. Advance Receipt #: For RSO internal use only.