



## **GUIDELINES**

### **Gift Processing Procedures**

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**SUBJECT:** Gift Processing

**RESPONSIBLE UNIT:** Office of University Advancement

**REFER QUESTIONS TO:** Debbie Chaw  
Executive Director

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# GIFT PROCESSING FORM



The California State East Bay Educational Foundation encourages private gifts for the benefit of California State University East Bay and is the only entity authorized to accept gifts on behalf of the University. All gifts must be deposited with the Educational Foundation.

**CSU EAST BAY Educational Foundation Tax ID# 94-6128893**

**Donor Information** List name and address of donor(s) or company representative. In case of multiple do

