

4. Enter the amount of your **Monthly Gift** next to the purpose of your gift. **The minimum amount that can be given for each purpose is \$10 per month and must be in whole dollars.**
5. If you have indicated more than one purpose, add all totals from Section B and place this amount in Section C.
6. The completed form must be received no later than the 3<sup>rd</sup> or 17<sup>th</sup> of each month to take effect on your next check.

**SECTION A**

Last name	First name	M.I.
SamID	Department	Position/Title
Mailing address		Email
Work telephone		

**SECTION B - Purpose and Amount of Gift**

I wish to make the following gift(s)(minimum monthly amount per purpose/account is \$10)

Purpose/Account	\$	Monthly Amount	\$	Purpose/Account	\$	Monthly Amount
Purpose/Account	\$	Monthly Amount	\$	Purpose/Account	\$	Monthly Amount

**SECTION C - Payroll Deduction**

Total amount pledged per Month is \$\_\_\_\_\_. Deduct this amount each month until University Advancement and the Payroll Office.  
(Total from Section B)

**SECTION D - Authorization for Payroll Deduction**

I voluntarily authorize this deduction from my after wages for a charitable contribution as indicated above. I understand that this deduction will be in effect until I revoke this authorization by giving University Advancement and the Payroll Office written notification.

Employee Signature	Date
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RETURN COMPLETED FORM TO  
 UNIVERSITY ADVANCEMENT  
 SHSUBOX 2537

Please make a