






FINANCIAL SERVICES




ASI DEPARTMENT FUNDRAISING INFOGRAPHIC

	Non Charitable Cash Gifts	Charitable Cash Gifts	Charitable In Kind Gifts
Definition 	<p>When a friend, family member, business or other supporter gives your department money in exchange of goods or services</p> <p>Examples include a bake sale, car wash, sponsorship for an ad</p>	<p>When a friend, family member, business or other supporter gives your department money and you give nothing in return</p> <p>Examples include a cash or check donation with no exchange of goods or services, profit-sharing with a restaurant</p>	<p>Rather than giving you money to buy needed goods and services, a friend, family member, business or other supporter gives your department the goods and services you need</p> <p>Example include gift cards, supplies, furniture. Equipment and some services</p>
Solicitation 	<p>No standard introduction letter needed</p> <p>Send a standard thank-you letter after receiving a gift</p>	<p>Use the standard introduction letter for charitable donation, if needed, or</p> <p>Customize solicitation materials but obtain approval from Gift Processing at (909)869-2914 or gifts@cpp.edu</p> <p>Send a standard thank-you letter after receiving a gift</p>	<p>Use the standard introduction letter for charitable donation, if needed, or</p> <p>Customize solicitation materials but obtain approval from Gift Processing at (909)869-2914 or gifts@cpp.edu</p> <p>Send a standard thank-you letter after receiving a gift</p>
Mail To 	<p>Non-charitable & charitable gifts: Make payments out to: Cal Poly Pomona Philanthropic Foundation with department name in memo</p>	<p>Mail payments to: Cal Poly Pomona Gift Processing PO Box 3121 Pomona, CA 91769</p>	<p>Provide goods or services directly to the department</p>
	Use ASI W-9 & EIN	Use Philanthropic Foundation's W-9	Not applicable



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	Non Charitable Cash Gifts	Charitable Cash Gifts	Charitable In Kind Gifts
Tax Receipt 	No tax receipt	Yes	Yes Department fills out the “Non-Cash Donation/Gift-in-Kind” Form to request a tax receipt for the donor
Deposit 	To be deposited to the department’s account XXXXXX-6365 as program support	To be deposited to the department’s Philanthropic Foundation account	Not applicable
Spending 	Submit a disbursement request (DR) to ASI Financial Service to spend funds out of the department’s account	Submit a disbursement voucher to Cal Poly Pomona Philanthropic Foundation	Not applicable