



GUIDELINES

Gift Processing Procedures

SUBJECT: Gift Processing

RESPONSIBLE UNIT: Office of University Advancement

REFER QUESTIONS TO: Debbie Chaw
Executive Director

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