

# UC Riverside Employee Giving Form

## WE ARE LIVING THE PROMISE

NAME: \_\_\_\_\_ EMPLOYEE ID#: \_\_\_\_\_

Located on your timesheet.

DEPARTMENT: \_\_\_\_\_

### Return completed form to:

Advancement Services, Gift Administration, 1136 Hinderaker Hall via interoffice mail.

#### Payroll Deduction Authorization

I want to support our campus through the UC Riverside Foundation. I understand my Payroll Deduction will remain in effect until employment termination or until cancelled by me in writing.

My monthly contribution is:

\$ \_\_\_\_\_ On-going monthly payroll deduction.

(Note: Employees paid biweekly will see one-half of the monthly amount deducted 24 times a year. There will not be a deduction on two biweekly pay checks in a year).

\$ \_\_\_\_\_ Monthly payroll deduction until my pledge of \$ \_\_\_\_\_ is fulfilled

If you currently have a payroll deduction, please check one:

\_\_\_\_\_ This form replaces current deduction

\_\_\_\_\_ This form is in addition to current deduction

This deduction is effective in the pay period following receipt of the form in the UC Riverside Foundation Office. (Subject to Payroll Office cut-offs).

#### One Time Gift

\$ \_\_\_\_\_ Gift Amount

Please enclose a check or give online at [www.ucr.edu/giving](http://www.ucr.edu/giving).

USE CODE: 18EMPLOYEE

Referred by: \_\_\_\_\_

Gifts can be split between multiple designations per employee's direction.

For assistance, call Gift Administration at 951-827-3486.

For a complete list of available designations, visit: [www.ucr.edu/giving](http://www.ucr.edu/giving)

#### Gift Designation

\_\_\_\_\_ The Living the Promise Fund

\_\_\_\_\_ Scholarship Assistance

\_\_\_\_\_ Staff Assembly/Society 54

\_\_\_\_\_ Other: \_\_\_\_\_  
(Fund, department or program of your choice)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### OFFICE USE ONLY

TRAN code	Entry Date	Elem No.	Deduction Amount	Elem No.	Goal Amount
X1		6071G		XXXXXXXXXX	XXXXXXXXXX
X1		6072G		6072D	

\_\_\_\_\_ Foundation Accounting

\_\_\_\_\_ Payroll Office