



Grant Tracking Form

Office of Sponsored Programs-Foundation Relations-Advancement Services

To be used when foundations or associations process through OSP in order to keep Advance records up-to-date

Donor Information

Add New Record New Advance ID#: _____ Date: _____

Existing Record Advance ID#: _____

(For existing Advance Records, fill out additional information only if changes to the record are necessary.)

Donor Type: Foundation Organization Association Family Foundation Other: _____

Name _____

Street _____ City _____ State _____

Zip Code _____ Country _____

Phone: _____ Fax: _____ Email: _____

Organization Contact Person *-required*

Prefix _____ Name _____ Title _____

Transaction Information

Date Received _____ Amount Received _____ OSP Grant/C Source _____

Legal Amount _____ Credit Amount _____

Account _____ Allocation Code _____ School _____

(P from the POETS code) (S from the POETS code) Department (optional) _____

Allocation Name _____

USD Administrator ID: _____ Project Period: _____

Comments/Special Handling: _____

Acknowledgment Information: President Harris wishes to acknowledge all gifts \$1,500 and above.

Use existing template? Yes ___ No ___ No acknowledgment needed per: _____

Custom Acknowledgment: Yes ___ No ___ Forward signed copy to Kristine Dyckman DAC 322

Please include/attach the following: Proposal or RFP response and Award Letter
Send to Debbie Honeycutt, Office of Foundation Relations DAC Room 209 or email to dhoneycutt@sandiego.edu (she will be responsible to get info to Advancement Services)
Requester Name: _____ Phone: _____
Email: _____ Date: _____