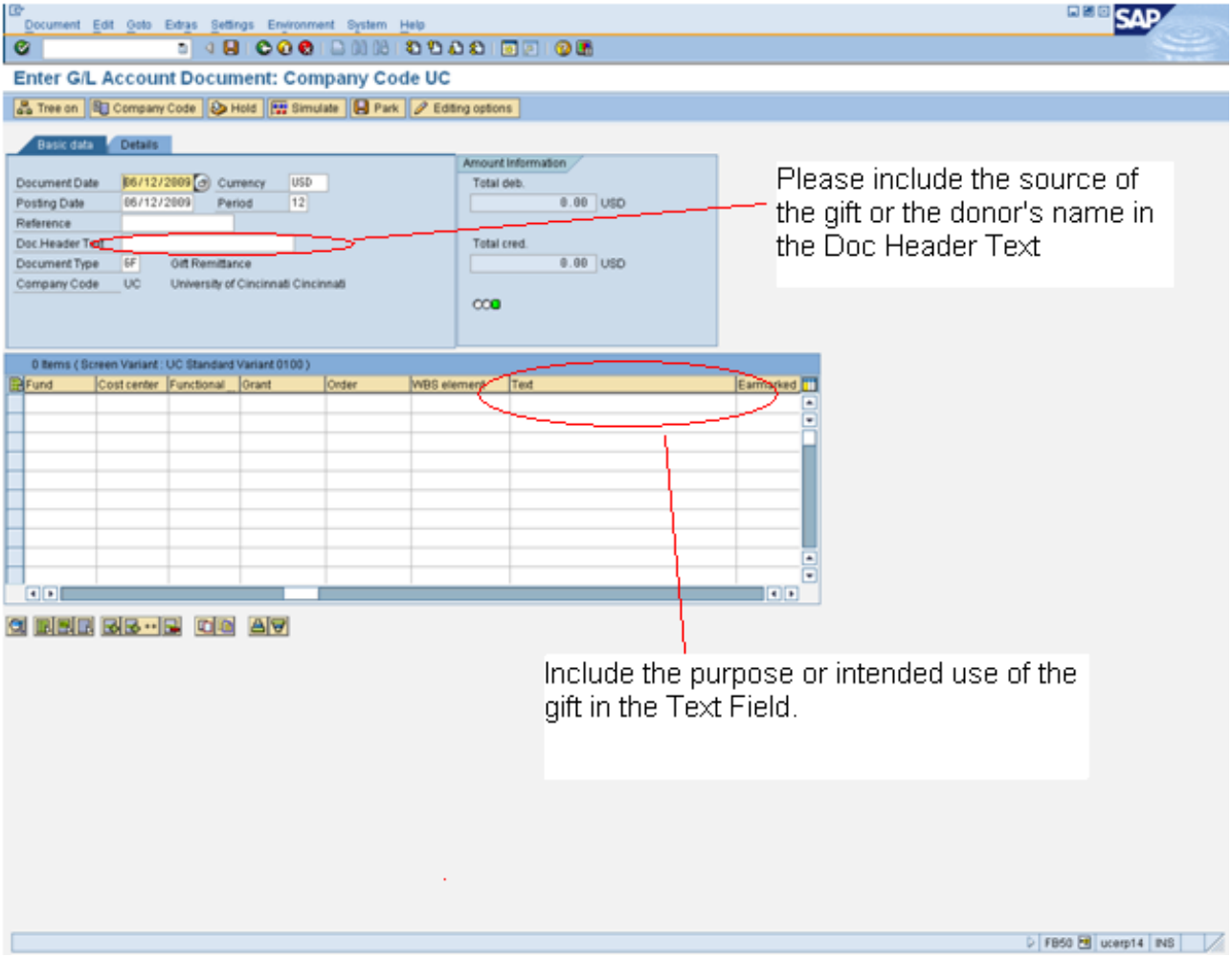
Preparing Gift Remittance (a GF Document Type)

When preparing a Gift Remittance (GF document type) it is important to include the Document Header Text as well as completing the Text field in the line item. Although the gift information is being filled out on the A-152, that information is not readily available to those viewing the entry via SAP. That means that in order for someone to gain an understanding of the entry using only SAP, the Document Header Text and the Text field would need to be completed. An example of what to include in the Document Header Text would be the source of the gift or the name of the donor. The purpose of the gift would be an example of a good use of the Text field.



Please continue to complete the printed A-152 before remitting the form.