

## GIFT MEMO: FY22

Wharton Undergraduate Division  
The Wharton School  
3620 Locust Walk, Suite #1400  
Steinberg Hall-Dietrich Hall  
Philadelphia, PA 19104-6302

**DATE:** \_\_\_\_\_

<b>Club Name:</b>
<b>Company name:</b>
<b>Company contact name:</b>
<b>Email address:</b>
<b>Phone Number:</b>
<b>Mailing Address:</b>
<b>Gift Amount:</b>
<b>Fund and CREF: (Finance Office only)</b>
<b>Payment Method (indicate wire transfer, check or credit card):</b>

**Steps for Club Member:**

Once you receive a sponsorship commitment from the company, please fill out the form above (except the field in grey). If the company is paying by wire, please indicate this on the form and let the company know that someone from the Wharton Undergraduate Finance Office will send wire transfer information via e-mail.

If the company is paying by check, please inform the company representative to submit the check made payable to the "The Trustees of the University of Pennsylvania," and have them indicate on the memo line of the check or on an attached document the name of the club they are sponsoring. Please have the company mail the check to:

Mr. Frank De Francis, Business Administrator, Wharton Undergraduate Division, 3620 LocustWalk, Suite #1400 SH-DH,  
Philadelphia, PA 19104

Once the form is filled out, please send it to the Wharton Undergraduate Division Finance Office at [ug-finance@wharton.upenn.edu](mailto:ug-finance@wharton.upenn.edu) with a CC to Lee Kramer at [lkramer@wharton.upenn.edu](mailto:lkramer@wharton.upenn.edu)

We will then let you know when the payment is received/processed.

Any questions, please contact: [ug-finance@wharton.upenn.edu](mailto:ug-finance@wharton.upenn.edu)