

# Appendix D: CUDAR Notification of Donation Receipt

From: CUDAR Gift Services Team  
Sent: Date  
To: Head of Institution/Departmental Administrator  
Subject: Release of Funds

Dear .....

I am pleased to inform you that University of Cambridge – Gift Registry has received donations as detailed below:

.....  
.....  
.....

Total funds now available £ .....

In order to discharge the responsibility of Gift Registry, I should be grateful if you would reply to this message (email reply is sufficient)

1. Giving the following undertaking  
"I undertake that these and any subsequent donations will be applied in accordance with the terms of the benefactions and that I will account to the donors as may be required.

Signed (for and on behalf of the Department)"

2. Stating the UFS Departmental Code, Cost Centre and Source of Funds to which the total sum should be transferred.

Also, please note the following requirements in order to comply with the General Data Protection Regulation (GDPR):

- All information held within the University of Cambridge Development and Alumni Relations (CUDAR) is strictly confidential and is to be used for the purposes of the University of Cambridge only.
- All information provided by CUDAR must be kept secure and not copied, processed or disclosed to any other person or organisation without the express authority of the University.

On receipt of this information I will arrange for the funds to be transferred.

Yours sincerely